



# ROBERTS WESLEYAN COLLEGE

## APPLICATION FOR ADJUNCT FACULTY POSITION

### GENERAL

1. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Prefix First M.I. Last

2. Address \_\_\_\_\_  
Street Apt. No.

\_\_\_\_\_ City State Zip Code

3. Email address \_\_\_\_\_

4. Position sought \_\_\_\_\_

5. How did you learn about the position at Roberts? \_\_\_\_\_

6. Present position and rank (if any) \_\_\_\_\_

7. With what religious tradition/denomination do you most closely affiliate? \_\_\_\_\_

### PREPARATION

1. Is a placement file or record of credentials available?  Yes  No If yes, please forward.  
*Official college and graduate study transcripts must precede, or be presented, during an interview.*

2. List in chronological order (beginning with the most recent) the educational institutions you have attended.

Institution	Degree	Major	Time Period of Study (i.e.1994-1998)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Identify other non-degree or post-graduate education pertinent to the position sought. \_\_\_\_\_

4. If pertinent, provide license or certification information. \_\_\_\_\_

5. Are you a veteran of the Armed Forces?  Yes  No  
If yes, what type of training or education did you receive while in the military? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EXPERIENCE AND ADDITIONAL INFORMATION

1. List in chronological order (beginning with the most recent) all teaching, administrative, and/or professionally related positions held. Include full- or part-time assistantships or fellowships and so indicate. Attach a separate sheet if additional space is needed.

Institution Name	Address	Dates of Employment
Position	Department	Supervisor Name/Phone #

Institution Name	Address	Dates of Employment
Position	Department	Supervisor Name/Phone #

Institution Name	Address	Dates of Employment
Position	Department	Supervisor Name/Phone #

2. Identify any pertinent non-academic employment or experience you have had during the past ten years.

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3. List memberships in professional societies.

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4. Attach a list of articles you have published in educational or professional journals and/or books you have published.

5. List one each of the following reference types: 1) Former Employer, 2) Professional, and 3) Character:

***Former Employer Reference:***

Name	Address	Position	Telephone
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***Professional Reference:***

Name	Address	Position	Telephone
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***Character Reference:***

Name	Address	Position	Telephone
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- 6. Are you authorized to work in the United States?  Yes  No
- 7. Have you ever worked for Roberts Wesleyan College or Northeastern Seminary?  Yes  No
- 8. Have you ever left an employer involuntarily?  Yes  No

If yes, please explain. \_\_\_\_\_

- 9. Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without a reasonable accommodation(s)?  Yes  No

If yes, please explain. \_\_\_\_\_

*\*An affirmative answer to this question(s) does not automatically preclude you from being considered for this position.*

### PHILOSOPHY

The Roberts Wesleyan College mission statement is: *As a community of learners committed to historic Christianity, Roberts Wesleyan College seeks to prepare thoughtful, spiritually mature, service-oriented people who will help transform society. The mission focuses on three major goals:*

**Scholarship:** *learning through discovery, interdisciplinary integration, application, and effective methods of teaching and learning*

**Spiritual Formation:** *nurturing people’s relationship with God through Christ through scripture, the historic Christian tradition, and experience*

**Service:** *addressing the world’s needs through vocation, service learning, global perspectives, and social responsibility*

- 10. In your teaching at Roberts Wesleyan College, how will you promote the mission of the College? As part of this response, please describe your faith, your relationship with God, and your involvement with your church. \_\_\_\_\_

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I hereby authorize Roberts Wesleyan College to obtain information from my employer(s) and such other source(s) as the College determines to be reasonably necessary in connection with my pursuit of employment. I hereby release those sources from liability in connection with these inquiries. I hereby affirm that the information provided on this application (and accompanying documents) is true and complete to the best of my knowledge. I understand that falsified information or significant omission may disqualify me from further consideration in employment and/or constitutes a reason for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Roberts Wesleyan College complies with all applicable state and federal non-discrimination laws.*

Please mail this application and your resume to the Department/Program to which you are applying, or to the below address.

#### ROBERTS WESLEYAN COLLEGE

Office of Academic Affairs  
2301 Westside Drive  
Rochester, NY 14624-1997  
Telephone: 585.594.6944  
www.roberts.edu