

Name		Date of application			
Street address		Social security number	Type(s) of work desired		
City	State Zip	Telephone number Home: Work:			
How were you referred to North Park? (circle only one)	A. Advertisement	B. Employment agency	C. By an employee If so, give name:	D. Walk-in	E. Other

NORTH PARK UNIVERSITY



3225 West Foster Avenue
Chicago, Illinois 60625-4895
(773) 244-5602

Application for Employment

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, national origin, sex, age, disability, marital status, or status as a disabled veteran or Vietnam-era veteran. Information provided on this application will not be used for any discriminatory purpose. However, as a religious educational institution owned and operated by the Evangelical Covenant Church, North Park is permitted and reserves the right to select employees on the basis of their religious faith [Title VII, Section 702-703, United States Civil Rights Act of 1964, as amended, and the Illinois Human Rights Act Section 2-101(B)(2)].

North Park University's Mission and Vision

The mission of North Park University is to prepare students for lives of significance and service through liberal arts, professional, and theological education. Our vision is the constant pursuit and achievement of excellence as America's premier urban university in the broad evangelical Christian tradition.

Guiding Principles

- Make the intellectual, spiritual, social, and physical development of students our consistent priority.
- Recruit, retain and develop faculty and staff of demonstrable quality, dedicated to our institutional mission and vision.
- Nurture an institutional culture which truly values people and is characterized by integrity, diversity, collegiality, fairness, compassion and joyful living.
- Involve all our constituencies in maintaining and extending our tradition of pietistic and evangelical Christian higher education.
- Utilize a portion of our resources to respond to the needs of our local and global community.

Please read carefully, provide all information requested, and complete by printing in ink or typing. Your completed application form will be maintained in our active files for twelve (12) months from the date of application. You may submit a new application at any time.

Educational History

School Name	Location (City, State)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High School							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Outside Activities

(Exclude those indicating race, color, sex, national origin, age, handicap, or Vietnam-era veteran status if you wish.)

Professional memberships, certificates, or licenses held _____

Past and present civic or cultural activities—include offices held _____

Special Skills

<p>Office/Clerical work</p> <p>Typing <input type="checkbox"/> Yes Words per minute <input type="checkbox"/> No</p> <hr/> <p>Dictation <input type="checkbox"/> Yes Words per minute <input type="checkbox"/> No</p> <hr/> <p>Computer skills <input type="checkbox"/> Hardware List: <input type="checkbox"/> Software List:</p>	<p>Shop/plant work</p> <p>Type of machines operated Years experience</p> <p>List other shop/production skills</p> <p>Served apprenticeship <input type="checkbox"/> Yes <input type="checkbox"/> No Type of apprenticeship When served</p>
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Please list other skills and/or equipment/language experience you have acquired: _____

Miscellaneous

Were you previously employed by North Park?
 Yes No If yes, when?

Do you have any relative(s) currently employed by North Park?
 Yes No If yes, list below.

Name *Relationship*

Have you been convicted of any crimes other than minor traffic violations during the past seven years? (A conviction record will not necessarily bar you from employment.)
 Yes No If yes, list below.

Will visa or immigration status prevent lawful employment?
 Yes No

U.S. Military Record

Branch of service

From To

Present military affiliation
 None
 Reserve (active)
 Reserve (inactive)

Kinds of training and duty while in the service

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer, and part-time jobs. You may attach a resume, but complete the application as well.

Last or present company		Type of business	Title or job classification	
Street address		Phone number	Brief description of duties	
City	State	Zip code		
Supervisor's name and title		Phone number		
Base salary	Dates worked	From	To	
Reason for leaving				
Company		Type of business	Title or job classification	
Street address		Phone number	Brief description of duties	
City	State	Zip code		
Supervisor's name and title		Phone number		
Base salary	Dates worked	From	To	
Reason for leaving				
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City	State	Zip code		
Supervisor's name and title		Phone number		
Base salary	Dates worked	From	To	
Reason for leaving				

Professional/Work References (Please do not list personal references.)

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title / Occupation	Address (street, city, state, zip code)	Phone Number (include area code)

May we contact your present employer? Yes No

Wage or salary required

Date available

Christian Beliefs and Commitment

As was indicated on the front page, North Park does not discriminate on any basis prohibited by law. However, because we are owned and operated by the Evangelical Covenant Church, we may select employees on the basis of their religious faith. The page titled *Covenant Affirmations...a brief form* is provided for your reference.

Please respond to the following:

1. Please describe your Christian faith and experience.

2. Describe your regular association with a community of Christian believers.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from North Park's service, if employed. I understand that my employment may be contingent upon receipt of documentation verifying identity and employment eligibility. I authorize North Park to investigate all statements made on this application. I authorize such educational institutions, employers, and others (and their agents or employees) to respond to questions concerning information on this application and I further release from liability such former employers, institutions, or persons providing such information to North Park. The State of Illinois is an "employment-at-will" state; therefore, I understand that if I receive and accept an offer of employment, my employment may be terminated by me or North Park at any time with or without cause.

Signature

Date

If any of your educational or employment records are under a different name, please provide other name(s).

Covenant Affirmations....a brief form

Below is a summarized statement of faith for the Evangelical Covenant Church. Though we employ people from a variety of Christian traditions, this statement will help you to understand the theological focus of our sponsoring denomination which helps shape the character of the North Park University community.

The Evangelical Covenant Church has its roots in historical Christianity as it emerged in the Protestant Reformation, in the biblical instruction of the Lutheran Church of Sweden, and in the great spiritual awakenings of the 19th century.

We are an apostolic church. We confess the historic faith of the apostles. We believe in Jesus Christ the Son of God, our Savior and Lord. We accept the Holy Scriptures, the Old and New Testaments, as “the Word of God and the only rule for faith, doctrine, and conduct.”

We are a catholic church. We see ourselves to be part of the universal church of Jesus Christ from the days of the apostles until now.

We are Reformation church. We stand in the mainstream of the 16th century Protestant movement which insisted on justification by grace alone through faith alone.

We are an evangelical church. We were born out of the revival movement that touched all of Europe in the 17th and 18th centuries and came to flower for us in the 19th and 20th century North America.

Appreciating this classical Christian heritage and hungering for a vital experience of new life in Christ, Covenanters affirm a number of Evangelical emphases. Among these are:

The centrality of the Scriptures, the Old and New Testaments, as the authoritative Word of God and the only perfect rule for faith, doctrine, and conduct. We believe it is essential to the life of the Church that it be a company of people who want, above all else, that their lives be shaped by the powerful and living Word of God. The alternative is clear. Not to be shaped by the Word is to be shaped by the world.

The necessity of the new birth for entrance into God’s kingdom, and the importance of continuing growth in the grace and knowledge of Jesus Christ for sound spiritual health. Jesus said, “Unless one is born anew, he cannot see the kingdom of God” (John 3:3). He also said, “If you continue in my word, you are truly my disciples, and you will know the truth and the truth will make you free” (John 8:31-32).

The Church as a fellowship of believers,

characterized by mutual participation in and sharing of the new life in Christ. Membership is by confession of personal faith in Jesus Christ as Savior and Lord. It is open to all believers. Considerations of class or race, education or pedigree, wealth or prestige do not enter. Uniformity in creedal details is not expected. What is required is that one be “born anew to a living hope through the resurrection of Jesus Christ from the dead” (1 Peter 1:3). “The doors of the church are wide enough to admit all who believe and narrow enough to exclude those who do not” said our forebears. We affirm no less today.

The ministry of the Holy Spirit, who with the Father and the Son calls the Church into being, empowers its witness, guides its mission, and supplies the gifts needed by the Church and its members to exalt Christ.

The reality of freedom in Christ, who delivers us from the power of sin and moves us by his grace into a whole new experience of obedience and life. This freedom creates an ecclesiastical climate which allows for differences of opinion in matters of interpretation, doctrine, and practice within the context of biblical guidelines and historical Christianity. Such freedom “is to be distinguished from the individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community” (Preamble to the Constitution).

Affirmations like these are not to be taken as creedal statements. They are rather to be understood as true and valid descriptions of what Covenanters believe and cherish as they continue to grow in the grace and knowledge of God, awaiting that day when “the kingdom of this world has become the kingdom of our Lord and of his Christ, and he shall reign for ever and ever” (Revelation 11:15).

Covenant Affirmations, a brief form. Used with permission from Covenant Publications, Chicago, Ill.

Employment Record continued

Company	Type of business	Title or job classification
Street address	Phone number	Brief description of duties
City	State	Zip code
Supervisor's name and title	Phone number	
Base salary	Dates worked	From To
Reason for leaving		

Company	Type of business	Title or job classification
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Supervisor's name and title	Phone number	
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