

**General Application**

**National Service Center**: 635 Science Drive, Madison, WI 53711

**Phone**: (608) 274-9001 | **Email**: employment@intervarsity.org

# Purpose Statement

*In response to God's love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God, God's Word,

God's people of every ethnicity and culture

and God's purposes in the world.

We appreciate your interest in our organization and are happy to explore with you the possibilities of employment with InterVarsity. A clear picture of your interests, background, abilities and goals will help us to see where your talents might best be utilized.

**Employment Position and Type**

|  |  |
| --- | --- |
| Position Applying For: |       |
| How did you learn about this position? |       |
| [ ] Full-time  | [ ] Part-time  | [ ] Temporary  | [ ] Summer  | Date Available:  |       |

**Personal Information**

|  |  |  |
| --- | --- | --- |
|       |       |       |
| First Name | Middle Name | Last Name |
|       |
| Current Address |
|       |       |       |
| City | State | Zip |

|  |
| --- |
|       |
| Permanent Address, if different than address listed above |
|       |       |       |
| City | State | Zip |

|  |  |
| --- | --- |
|        |       |
| Phone Number  | Email address  |
|  |
| Are you eligible for employment in the United States? [ ]  Yes [ ]  No (Documentation will be required upon job offer) | State your age if under 18: |       |
|  |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Name and Location** | **Graduated** | **Course of Study, Degree Obtained** |
| **High school** |       | [ ]  Yes, Year       |       |
|       | [ ]  No [ ]  Current |
| **College\*** |       | [ ]  Yes, Year       |       |
|       | [ ]  No [ ]  Current |
| **Other (specify)** |       | [ ]  Yes, Year       |       |
|       | [ ]  No [ ]  Current |
| **Other (specify)** |       | [ ]  Yes, Year       |       |
|       | [ ]  No [ ]  Current |

\*Proof of degree (official or unofficial transcript, letter of completion, or photo of diploma) will be required.

**Work Experience**List below your present and past employment, beginning with the most recent:

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Employer:** |       | **Dates From/To** | **Work Performed** |
| **Address**  |       |       |       |       |
| **Job Title**  |       | **Starting/Final Pay** |
| **Supervisor**  |       |       |       | **Phone**  |       |
| **Reason for Leaving**  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Employer:** |       | **Dates From/To** | **Work Performed** |
| **Address**  |       |       |       |       |
| **Job Title**  |       | **Starting/Final Pay** |
| **Supervisor**  |       |       |       | **Phone**  |       |
| **Reason for Leaving**  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Employer:** |       | **Dates From/To** | **Work Performed** |
| **Address**  |       |       |       |       |
| **Job Title**  |       | **Starting/Final Pay** |
| **Supervisor**  |       |       |       | **Phone**  |       |
| **Reason for Leaving**  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Employer:** |        | **Dates From/To** | **Work Performed** |
| **Address**  |       |       |       |       |
| **Job Title**  |       | **Starting/Final Pay** |
| **Supervisor**  |       |       |       | **Phone**  |       |
| **Reason for Leaving**  |       |

**Professional/Technical Skills**

Check the boxes to indicate the experiences/skills you have, and indicate the length of your experience.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Skill | Years |  | Skill | Years |  | Skill | Years |
| [ ]  | Clerical |       | [ ]  | Counting Machine |       | [ ]  | Sales/Marketing |       |
| [ ]  | Filing |       | [ ]  | Payroll |       | [ ]  | Fundraising |       |
| [ ]  | Secretarial |       | [ ]  | Bookkeeping |       | [ ]  | Design & Art |       |
| [ ]  | Typing (wpm       ) |       | [ ]  | Writing & Editing |       | [ ]  | Web Content Mgmt |       |
| [ ]  | Data Entry |       | [ ]  | Copy Editing |       | [ ]  | Administration |       |
| [ ]  | Data Processing |       | [ ]  | Email |       | [ ]  | Supervising Others  |       |

List computer software you’ve worked with and your computer/web skills

**Work Experience**

What have you enjoyed most in previous jobs?

What have you enjoyed least in previous jobs?

Please describe a time you worked in a diverse team environment and what you’ve learned from that experience.

**InterVarsity Experience**

How did you become acquainted with InterVarsity?

In what InterVarsity programs or groups have you participated, if any?

Why do you wish to work for InterVarsity?

**Biographical Sketch**

Briefly describe your Christian experience.

What are your long-range goals, professionally and/or personally? What would you like to be doing five years from now?

Please include any additional information you believe would assist us in matching your experiences and abilities with our open positions.

**By my signature below, I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |       | **DATE** |       |
|  | \*electronic signature: typed full name followed by zip code or last four digits of SSN |
|  |

**REFERENCES**

Dear Applicant,

In a separate document, you will find the reference forms. Before you distribute the forms to your references, please enter your applicant information on the first page and check the title of each form to ensure that you are giving each reference the appropriate form. Once you have distributed the reference forms, you may submit your application to the hiring supervisor.

The reference forms must be completed and returned before a candidate is hired.

Please note: **only two of the three reference forms are required** for employment, one of which must be from an InterVarsity Staff or a Pastor. Please, do not ask a relative to complete a reference form. We will not accept reference forms from family members.

Please have your references send their forms to:

|  |  |
| --- | --- |
| HIRING SUPERVISOR’s NAME  |       |
| PHONE NUMBER |       | EMAIL ADDRESS |       |
| ADDRESS |       |
|  |

Please list the name, telephone number and e-mail address for each of your references below. Please have your references use the forms provided.

1. InterVarsity Staff Member or Pastor:
(or if you have no InterVarsity background, another ministry professional who knows you well)

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |
|  |

2. Employer or Supervisor:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |
|  |

3. General:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |
|  |

Please list other InterVarsity staff members you know:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |
|  |

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |
|  |

**CONSENT AND RELEASE**

**Employees & Volunteers**

**IMPORTANT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

By my signature below, I:

**Consent to:**

InterVarsity following up on statements contained in this application and contacting my present employer,\* past employers, listed references and other persons in order to obtain from them information relating to my activities and qualifications. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information.

Any person, school, present employer, past employer, or organization providing InterVarsity with relevant information and comments that may be helpful to InterVarsity in evaluating this application.

*If you do NOT want your present employer contacted in the initial stages of application, check here:* *[ ]* **.**

**Release:**

My present and former employers, references, organizations, and other persons from any legal liability in making responses to InterVarsity as a result of this application. I understand this supersedes any agreement I may have made with a current or former employer or reference to the contrary. I further release all individuals and organizations, including records custodians, from all liability for damages that may result to me on account of compliance or attempts to comply with this authorization.

**Understand:**

That InterVarsity Christian Fellowship is an equal-opportunity employer and does not discriminate on the basis of any protected classification (race, gender, national origin, citizenship, age, marital status, disability).

That any offer I may receive for a position with InterVarsity (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check. Acceptance, retention or review of a pre-employment background check by InterVarsity does not guarantee that I will be offered a job.

**Agree to:**

Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 4 below, you need not answer such question(s).)

**Yes No**

[ ]  [ ]  1. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances and the name and address of the entity receiving the report.

[ ]  [ ]  2. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization, including InterVarsity? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.

[ ]  [ ]  3. Have you ever been dismissed from employment by any employer, including InterVarsity and/or other charitable and religious organizations, following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.

[ ]  [ ]  4. Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church or other organization where the investigation, review or complaint occurred.

If you checked “yes” to any question above, please provide a complete explanation of the circumstances. If you feel there are any extenuating circumstances, such as your age at the time, please so state. In order to provide a full explanation of an affirmative response, you may attach additional pages to this questionnaire. InterVarsity will evaluate what you have written and may ask you to provide additional information. If you are given an offer of employment, your employment will be dependent upon completion of a successful background check.

If any of your responses or information provided on this form are untruthful or inaccurate, InterVarsity may determine that you are no longer qualified to be associated with the ministry in any capacity.

By signing below, you agree that, if you become an employee or volunteer of InterVarsity, and become involved in circumstances that would cause your answers to any of the questions above to change, you will immediately notify, and provide a complete description of the circumstances, to the Director of Human Resources of InterVarsity.

To serve with InterVarsity it is required that you sign below, indicating your agreement with the Consent and Release. You must also sign the Statement of Agreement, which includes InterVarsity’s Purpose and Doctrinal Basis. Include the signed copy with your application to your supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |       | **DATE** |       |
|  | \*electronic signature: typed full name followed by zip code or last four digits of SSN |
|  |

If you are extended an offer of appointment or employment, you will be required to pass a background check prior to your hire date or appointment date.

 **INTERVARSITY CHRISTIAN FELLOWSHIP/USA**

**Statement of Agreement**

**PURPOSE STATEMENT**

*In response to God’s love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

**DOCTRINAL BASIS**

We believe in:

 The only true God, the almighty Creator of all things,

 existing eternally in three persons—

 Father, Son, and Holy Spirit—full of love and glory.

 The unique divine inspiration,

 entire trustworthiness

 and authority of the Bible.

 The value and dignity of all people:

 created in God's image to live in love and holiness,

 but alienated from God and each other because of our sin and guilt,

 and justly subject to God’s wrath.

 Jesus Christ, fully human and fully divine,

 who lived as a perfect example,

 who assumed the judgment due sinners by dying in our place,

 and who was bodily raised from the dead and ascended as Savior and Lord.

 Justification by God's grace to all who repent

 and put their faith in Jesus Christ alone for salvation.

 The indwelling presence and transforming power of the Holy Spirit,

 who gives to all believers a new life and a new calling to obedient service.

 The unity of all believers in Jesus Christ,

 manifest in worshipping and witnessing churches

 making disciples throughout the world.

 The victorious reign and future personal return of Jesus Christ,

 who will judge all people with justice and mercy,

 giving over the unrepentant to eternal condemnation

 but receiving the redeemed into eternal life.

To God be glory forever

**I hereby subscribe to the above Doctrinal Basis and Purpose of InterVarsity Christian Fellowship/USA**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |       | **DATE** |       |
|  | \*electronic signature: typed full name followed by zip code or last four digits of SSN |
|  |

**INTERNATIONAL FELLOWSHIP OF EVANGELICAL STUDENTS®**

InterVarsity Christian Fellowship/USA is a member movement of the International Fellowship of Evangelical Students (IFES), and thereby subscribes wholeheartedly to the statement listed below. It is a further elaboration of InterVarsity’s commitment to evangelical theology and evangelical student movements around the world.

**IFES DOCTRINAL BASIS**

The Doctrinal Basis of the IFES affirms the fundamental truth of Christianity including:

The unity of the Father, Son and Holy Spirit in the Godhead.

The sovereignty of God in creation, revelation, redemption and final judgment.

The divine inspiration and entire trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.

The universal sinfulness and guilt of all men since the fall, rendering them subject to God’s wrath and condemnation.

Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.

The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.

The presence and power of the Holy Spirit in the work of regeneration.

The justification of the sinner by the grace of God through faith alone.

The indwelling and work of the Holy Spirit in the believer.

The one Holy Universal Church which is the Body of Christ and to which all true believers belong.

The expectation of the personal return of the Lord Jesus Christ.