



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 | State your age if under 18: _____
(Documentation will be required upon job offer)

Education

School	Name and Location	Graduated	Course of Study, Degree Obtained
High school		<input type="checkbox"/> Yes, Year ____	
		<input type="checkbox"/> No <input type="checkbox"/> Current	
College*		<input type="checkbox"/> Yes, Year ____	
		<input type="checkbox"/> No <input type="checkbox"/> Current	
Other (specify)		<input type="checkbox"/> Yes, Year ____	
		<input type="checkbox"/> No <input type="checkbox"/> Current	
Other (specify)		<input type="checkbox"/> Yes, Year ____	
		<input type="checkbox"/> No <input type="checkbox"/> 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
<input type="checkbox"/> Clerical		<input type="checkbox"/> Counting Machine		<input type="checkbox"/> Sales/Marketing	
<input type="checkbox"/> Filing		<input type="checkbox"/> Payroll		<input type="checkbox"/> Fundraising	
<input type="checkbox"/> Secretarial		<input type="checkbox"/> Bookkeeping		<input type="checkbox"/> Design & Art	
<input type="checkbox"/> Typing (wpm)		<input type="checkbox"/> Writing & Editing		<input type="checkbox"/> Web Content Mgmt	
<input type="checkbox"/> Data Entry		<input type="checkbox"/> Copy Editing		<input type="checkbox"/> Administration	
<input type="checkbox"/> Data Processing		<input type="checkbox"/> Email		<input type="checkbox"/> 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.