



A Division of InterVarsity Christian Fellowship/USA

430 Plaza Drive, Westmont, Illinois 60559

TELEPHONE: 630.734.4000

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APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear picture of your interests, background, ambitions and abilities will help us to see where your talents can be best put to use.

PERSONAL DATA

Name _____ E-mail _____

Present Address _____

City _____ State _____ Zip _____

Telephone _____ Cell Phone _____ Age if under 18 _____

Position Applying For _____

Full Time Part Time Temporary Summer Intern Volunteer When Available _____

Can you provide documents verifying employment eligibility for the United States? _____

(Proper papers will be required upon job offer.)

BIOGRAPHICAL SKETCH

1. How did you become acquainted with InterVarsity Press or InterVarsity Christian Fellowship? _____

2. Why do you wish to work for InterVarsity Press? _____

3. Briefly describe your Christian experience. _____

Employment with InterVarsity Press is conditional on several things. First, we want a great match between your experiences and abilities and the requirements of any job we may have. Second, can you subscribe to the Purpose Statement and Doctrinal Basis on the sheet inserted with this application? If so, please sign at the bottom of that page.

Third, the world has changed, and we want InterVarsity Press to be a secure place to work. We only want people who are committed to the highest professional and moral standards. Can you agree to the attached Consent and Release form? If so, please fill out and sign that form found in this application.

Please provide the information on this page or attach a resumé.

RECORD OF EDUCATION

School	Name and Location	Years Attended	Graduated?	Course of Study
High School		1 2 3 4		
College		1 2 3 4		
Other (specify)		1 2 3 4		
Other (specify)		1 2 3 4		

RECORD OF WORK EXPERIENCE

List below all present and past employment, beginning with the most recent:

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				

Please check the appropriate experiences/skills you have developed in actual work. Use (+) or (-) to indicate if you enjoyed it or would avoid it in future jobs.

- | | | | | | |
|---------------------------------------------|----------------------------------------------|-----------------------------------------------|----------------------------------------|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Inventory | <input type="checkbox"/> Order Filling | <input type="checkbox"/> Reception | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Admin. Assistant | <input type="checkbox"/> Design & Art | <input type="checkbox"/> Mail Clerk | <input type="checkbox"/> Payroll | <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Ten Key |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Dictation Equipment | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Proofreading | <input type="checkbox"/> Shipping | <input type="checkbox"/> Typing (wpm: ___) |
| <input type="checkbox"/> Computer Operation | <input type="checkbox"/> Editorial | <input type="checkbox"/> Materials Production | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Copyediting | <input type="checkbox"/> Filing | | | | |

What have you enjoyed most in previous jobs? _____

What have you enjoyed least in previous jobs? _____

PERSONAL REFERENCES

List three references we may contact. Include at least one employer. Do not include relatives.

	Name and Address	Telephone & E-mail	Relationship
1			
2			
3			

CONSENT AND RELEASE

EMPLOYEES, INTERNS & VOLUNTEERS

IMPORTANT: Please read carefully before signing.

By my signature below, I:

CONSENT TO:

InterVarsity Press 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 Press with relevant information and comments that may be helpful to InterVarsity Press 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 Press 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 Press 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 receive for a position with InterVarsity Press (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check.

AGREE TO:

Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 6 below, you need not answer such question[s]. For example, in certain states, such as Colorado, Illinois, Ohio, Oklahoma or Rhode Island, if you are the subject of a conviction or an arrest contained in a sealed or expunged record, you may respond "no" to question 1 as to such a conviction or arrest. Also, as a further example, if you lived in a state which exempts you from providing arrest information, such as Michigan, Illinois, New York, Rhode Island, Washington or Wisconsin, do not answer question 2.)

Yes No

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation including the nature of the offense, date, court where conviction was entered and any other relevant information.

Yes No

- 2. Have you ever been charged with a sexual offense, crime of violence or offense relating to children? If you have been charged with such an offense, please attach a statement or explanation, including name of the offense charged, date, law enforcement agency making the charge and any other relevant information.
- 3. 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.
- 4. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization, including InterVarsity Press? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.
- 5. Have you ever been dismissed from employment by any employer, including InterVarsity Press 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.
- 6. 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 Press will evaluate what you have written and may ask you to provide additional information. In addition, InterVarsity Press may determine that it needs to conduct an investigation and may require your assistance with this. This investigation may include a background screening including, but not limited to, the following: National Criminal Database, Social Security Search, National Sex Offenders Registry and Motor Vehicle Records. While checking "yes" to any of the questions above will not result in automatic disqualification or termination from InterVarsity Press, InterVarsity Press may determine that an affirmative response would make an individual unfit for service or association with InterVarsity Press's ministry. In all cases, InterVarsity Press reserves the right to determine, at its discretion, what action should be taken.

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

COMMIT THAT:

If I become an employee, intern or volunteer of InterVarsity Press, and become involved in criminal proceedings or other circumstances that would cause my answers to any of the questions above to change, I will immediately notify, and provide a complete description of the circumstances, to the Human Resources Liaison of InterVarsity Press.

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 To serve with InterVarsity Press 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 Press's Purpose Statement and Doctrinal Basis.

Name(printed) _____

Signature _____ Date _____

Address _____

Telephone _____ E-mail _____

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

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

Name printed/signature

Address

Date



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 Press's commitment to evangelical theology and evangelical student movements around the world.

IFES DOCTRINAL BASIS:

We rejoice in the central truths of Christianity as revealed in Scripture, 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.