



A Division of InterVarsity Christian Fellowship/USA

430 Plaza Drive, Westmont, Illinois 60559

TELEPHONE: 630.734.4000

FAX: 630.734.4200

## APPLICATION FOR EMPLOYMENT

If completing electronically, please use an electronic signature wherever a signature is required (an electronic signature is your name typed as it is normally signed, followed by the last four digits of your Social Security number or your zip code). If writing by hand, please use blue or black ink.

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 best be put to use.

### PERSONAL DATA

Name \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Age if under 18 \_\_\_\_\_

Position Applying For \_\_\_\_\_

Full Time  Part Time  Temporary  Summer  Intern When Available \_\_\_\_\_

Can you provide documents verifying employment eligibility for the United States? Yes/No \_\_\_\_\_

(Proper documents 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 page four of this application? If so, please sign at the bottom of that page.

*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 indicate which of these experiences/skills you have developed in actual work. Check "Enjoyed" or "Avoid" to indicate if you enjoyed it or would avoid it in future jobs. Skip an experience/skill if it does not apply.

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

What have you enjoyed most in previous jobs?

What have you enjoyed least in previous jobs?

# 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 Statement of InterVarsity Christian Fellowship/USA.

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Name printed/signature

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Address

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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 people 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.

# 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.

Yes

No

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 the supervisor.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

(may use electronic signature—name followed by zip code or last four digits of SSN)

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_

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.