

Bethel College

Adjunct / Temporary Faculty Application



Have you ever been employed by Bethel College before? If yes, give position _____ and dates: _____.

If hired, would you be able to perform all of the essential functions of the position for which you are applying with or without reasonable accommodation? ___ Yes ___ No

If "no," please explain _____

Are you related by blood or marriage to any employee of Bethel College? ___ Yes ___ No

Relationship: _____ Name of relative: _____

Are you related by blood or marriage to any member of the College Board of Trustees? ___ Yes ___ No

Name of member: _____ Relationship: _____

Have you ever been convicted of a felony? ___ Yes ___ No. If "yes," please state the nature and date of the conviction (*note: a conviction is not an absolute bar to employment*):

Experience - Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer and account for all periods of unemployment since the completion of your baccalaureate degree. Please use additional sheets if necessary. Please do not state "see resume" instead of completing the form. A partially completed application may not be considered. A résumé or CV may supplement the application, but the résumé may not be considered in place of the application.

Employer	Location	Position	Dates	Reason for Leaving – Involuntary or Voluntary

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May we contact your present employer? ____ Yes ____ No Previous Employer? ____ Yes ____ No

Please identify any exceptions and reasons for not contacting. _____

Professional activities (i.e. memberships, offices, extent of participation) _____

Publications (i.e. books, articles, compositions, reviews) _____

Community, civic and church activities _____

Professional certifications / licenses:

PLEASE PROVIDE US WITH COPIES OF CERTIFICATES YOU HOLD APPLICABLE TO YOUR TEACHING

Type _____ Term _____ Certificate # _____

Issuing Organization

Type _____ Term _____ Certificate # _____

Issuing Organization

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References

List names, addresses, and phone numbers of work-related references including one direct supervisor.

Name	Address	Phone	Relationship

Education (begin with highest degree)

College/ University	Degree or Semester Hours Earned	Dates of Attendance	Major / Minor

Academic Honors (e.g. graduation honors, fellowships, honorary societies)

Foreign Language Skills _____

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If you are applying for a teaching position, list in order of preference the subjects you are prepared to teach.	List all courses you have taught:
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

Credentials

Official transcripts, both undergraduate and graduate, must be sent to: Academic Services, Bethel College, 1001 Bethel Circle, Mishawaka, IN 46545

APPLICANT STATEMENT:

Please initial the following condition statements regarding adjunct /temporary faculty employment at Bethel College:

___ I understand that Bethel College is an evangelical Christian college affiliated with the Missionary Church. I support Bethel College's mission to provide a liberal arts education within a Christian environment.

___ I certify the information supplied in this application is true and correct. I understand that this information will be the basis upon which an employment decision is made. I agree that willful or material false information will be sufficient grounds for dismissal if I am employed regardless of the date of discovery.

___ I understand that I will be filling a temporary position without college benefits. I have no expectation of continued employment beyond any current assignment.

___ Bethel College is an institution of higher education which conducts criminal records checks of all final applicants. I hereby consent to a check of criminal records.

___ I hereby authorize Bethel College to solicit from the organizations listed on this Application, any and all information the College may require concerning my work record, and educational history. I

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understand that all information on the application may include checking references not specifically provided by applicant.

____ I hereby release and agree to hold harmless Bethel College, its regents, employees, and agents from any and all liabilities which may or could result from furnishing the information requested above and from any subsequent use of such information in determining my qualifications to serve in the position for which I am applying.

____ Neither this application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the appropriate officer of the College.

____ I understand that the College may alter, modify, amend, or terminate any of its policies and benefits at any time.

Applicant Signature

Date