TOCCOA FALLS COLLEGE

APPLICATION FOR STAFF EMPLOYMENT

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to provide information necessary to evaluate suitability for employment. Subject to the United States Constitution, and all applicable state and federal laws, TFC does not discriminate in its employment practices. The college does exercise its rights to seek personnel who are in accord with its stated mission and spiritual goals. It is also the policy of the company to conduct pre-employment screening prior to hire. If a job offer is made, employment will be contingent upon the successful completion of a background check. This application will remain active for one year.

(PLEASE TYPE OR PRINT ALL INFORMATION EXCEPT SIGNATURE)

Position for which you are applying:

Date of Application:

PERSONAL INFORMATION

Last Name: First Name: Middle Initial:

SSN: Home Phone: Work Phone:

Please list below your current address and your other most recent previous address:

Current Street: City: State: Zip: Since (Mo/Yr):

Previous Street: City: State: Zip: Since (Mo/Yr):

Email Address :

How did you learn of this opening?

Which type of work do you desire? Full-time Part-time Temporary

When could you start? Expected earnings :

Are you willing to travel, if required? YES NO Are you 18 years of age or over? YES NO

Any restrictions on working hours?

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
Proof of citizenship or immigration status will be required upon employment.

Have you ever been employed by Toccoa Falls College before? YES NO If yes, give date(s):

Relatives employed by Toccoa Falls College (name/relationship/department):

Have you ever been convicted of or pled guilty to prior sexual abuse or criminal convictions related to sexual abuse or misconduct, or to other criminal acts? (If yes, please explain) YES NO

(Convictions will not automatically disqualify job candidates. The seriousness of the crime and date of conviction will be considered.)

EDUCATION

SCHOOL	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DEGREE EARNED	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE/PROFESSIONAL				
VOCATIONAL				
OTHER				

PERSONAL REFERENCES

Please do not give relatives as personal references but do include a pastor or church official who knows you.

Name Address City State Zip

Phone Phone E-Mail Address

Name Address City State Zip

Phone Phone E-Mail Address

Name Address City State Zip

Phone Phone E-Mail Address

SKILLS AND QUALIFICATIONS

Describe any specialized training, apprenticeships, skills:

Professional certificates, licenses:

Please check any of the following skills and experience which you have:

◯ Typing/word processing Words per minute? Name(s) of software used:

Other computer experience (please list):

Please list any special honors, achievements, or activities:

PERFORMANCE OF JOB FUNCTIONS

Are you able to perform all the essential functions of the job for which you are applying with or without accommodation?

◯ YES ◯ NO If not, reason:

EMPLOYMENT HISTORY

Please begin with your present or most recent employment (Attach additional pages if necessary). This section must be filled out completely. Do not substitute resume for this section.

JOB #1

Company Name Telephone

May we contact? ◯ Y ◯ N If not, reason:

Address From (Mo/Yr) To (Mo/Yr)

Name of Supervisor Starting Salary Ending Salary

State Job Title and Briefly Describe Your Work:

Reason for Leaving:

JOB #2

Company Name Telephone

May we contact? ◯ Y ◯ N If not, reason:

Address From (Mo/Yr) To (Mo/Yr)

Name of Supervisor Starting Salary Ending Salary

State Job Title and Briefly Describe Your Work:

Reason for Leaving:

JOB #3

Company Name | Telephone

May we contact? Y N If not, reason:

Address | From (Mo/Yr) | To (Mo/Yr)

Name of Supervisor | Starting Salary | Ending Salary

State Job Title and Briefly Describe Your Work:

Reason for Leaving:

By signing here you voluntarily consent to the release of any and all non-medical employment-related documents and records from these employers: (you are not required to consent to the release of these records).

CHRISTIAN LIFE

Have you accepted Jesus Christ as your Lord and Savior? YES NO Uncertain

Statement of Faith:

Toccoa Falls College shall teach and defend the historic and basic doctrines of evangelical Christianity such as:
The verbal inspiration of the Holy Scriptures as originally given
The existence and manifestation of one God in three persons- Father, Son, and Holy Spirit
The incarnation and virgin birth of the Son of God
The redemption of man by the vicarious death of Christ on the cross
The bodily resurrection from the grave
The fact that all men have sinned and consequently must be regenerated by the working of God's grace
Justification by faith
The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs
The purifying hope of the Lord's imminent return
The urgency of preaching the gospel to all mankind that men may be saved from eternal judgment
The said college, even though non-sectarian, is to be conducted according to the faith and teaching of the Christian and Missionary Alliance.

Do you personally subscribe without reservation to TFC's statement of faith above? YES NO

RULES OF CONDUCT AND WORKING RELATIONSHIPS:

Toccoa Falls College is a spiritual formation community integrated into a unique way of life. Every employee represents Toccoa Falls College and its faith-based mission through service to students and relating to the members of the public. TFC encourages all employees to offer their services to students in ways marked by helpfulness, understanding and kindness. Toccoa Falls College also encourages all employees to relate to each other and to members of the public in ways that bring credit to the institution.

As employed members of the campus community, we set the example in our dress, lifestyles, and commitment. Accordingly, our personal living is expected to conform to the following framework. Departure from these expectations can result in termination of employment at Toccoa Falls College.

Each member of the college community agrees to abstain from the use of tobacco or alcoholic beverages, acts involving illegal drugs or gambling and questionable practices in entertainment and conduct.

The College expects all members of the community to refrain from any form of sexual immorality including, but not limited to, any form of extramarital sexual activity, adultery, promiscuity, homosexual behavior, transgenderism, viewing/participating in pornography, or sharing sexual images of one's self or others.

Will you adhere to TFC's policies above? ◯ YES ◯ NO

Further, employees will be expected to read and accept without reservation the Statements of the Christian and Missionary Alliance including:
Statement of Faith
Statement on Sexuality
Statement on Sanctity of Human Life
Statement on Destiny of Those Who Have Not Heard
Disciplinary Process for Teaching Contrary to the C&MA Doctrine and Position Statements

Have you read and do you accept without reservation the above listed C&MA Statements? ◯ YES ◯ NO

APPLICANT'S CERTIFICATION AGREEMENT

1. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
2. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
3. If I am offered and accept a position, I agree to conform to all existing and future TFC rules and regulations. I understand that employment at TFC is "at-will" which means that apart from those positions that have a separate, individual written employment contract, I am employed for an indefinite period of time and either party can end the employment relationship at any time and for any or no reason..
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I understand that any offer of employment is contingent upon passing a background check.
6. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I under stand all parts of it and have answered all questions completely and fully.

Applicant's signature: _____ Date: _____
(If you send this electronically, please print and sign another copy and send through the mail in order for us to have your official signature.)

Toccoa Falls College Attn: Human Resources Office MSC 750 Toccoa Falls, GA 30598

E-mail this application and the below documents to the contact person listed in the job posting:
Cover Letter
Formal Resume
Brief testimony of your Christian faith, including the circumstances of your conversion.