

Introduction

Midwestern Baptist Theological Seminary

Thank you for your interest in Midwestern Baptist Theological Seminary. Our commitment to excellence begins with getting people in the right jobs. Before you begin the formal application process, please take a few minutes to read this application. All applicants applying for full-time positions should attach a cover letter indicating the position for which you are applying.

Mission and Core Values

Midwestern Baptist Theological Seminary & College serves the church by biblically educating God-called men and women to be and make disciples of Jesus Christ.

The core values of Midwestern Seminary consist of the ideologies of Veritas (Truth) – “Knowing,” Pietas (Devotion) – “Being,” and Missio (Evangelism) – “Doing.” These values are based on a thoughtful process of first knowing God’s truth; then being and becoming a thoughtful, committed disciple; and finally, taking the great truths and putting them into practice for the sake of the Kingdom.

Upon the founding of the seminary in 1957, Midwestern Seminary’s trustees declared that the seminary would adopt, as its own, the *Baptist Faith and Message*, which had been adopted by the Southern Baptist Convention in 1925. The SBC ratified a revised *Baptist Faith and Message* statement in 1963, and most recently the *Baptist Faith and Message* was amended in 2000. Midwestern affirmed that statement, and it continues to constitute the seminary’s own statement of faith.

Applicant Process:

After you have successfully completed the application and signed signifying your agreement, it is screened to determine if your level of know-how and the skills meet the essential duties of the job for which you are applying. If necessary, someone from MBTS will contact you and arrange for an interview. The interview may be formal or it may be a visit by phone. The interviewer will assess your skills and abilities and determine if the MBTS job opportunity is appropriate for you.

As job openings occur, they are posted on our website. I encourage you to visit the website often and apply for any job you feel you are qualified for. www.mbts.edu.

I understand that all employment with Midwestern Baptist Theological Seminary is "at will" and may be terminated by MBTS, or by me, at any time, and for any reason, or for no reason at all, with or without notice.

Equal Opportunity:

Midwestern Baptist Theological Seminary is an equal opportunity employer. Our policy is to consider all applicants without regard to race, color, national origin, sex, age, disability or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law. Any person having inquiries concerning Midwestern Baptist Theological Seminary’s compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504 is directed to the Director of Human Resources, Midwestern Baptist Theological Seminary, 5001 N. Oak Trafficway, Kansas City, Missouri, 64118. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504.

Drug Free Schools and Communities Act:

The Seminary is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually. Additional copies of the may be obtained in the Office of Student Development. Questions concerning the Drug Free Schools and Communities Act may be directed to the Vice President of Student Development who is designated by the Seminary to coordinate the institution's efforts to comply with the Act.

Campus Security Policy and Crime Statistics Act:

To obtain a copy of Midwestern Baptist Theological Seminary’s Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, contact the Director of Human Resources at (816) 414-3890.



EMPLOYMENT APPLICATION

Midwestern Baptist Theological Seminary

Human Resources Office ^ 5001 N. Oak Trafficway ^ Kansas City, MO 64118

Instructions: Type of clearly print with blue or black ink. Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. All applicants applying for full-time positions should attach a cover letter indicating the position for which you are applying.

Personal Data

Today's Date	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Check if under 18 years of age	
Last Name	First Name	M.I.	Phone (with area code)	
Address (Number & Street)		City	State	Zip Code
Email Address			Date you can start	
Relationship to Midwestern:	<input type="checkbox"/> Prospective Student	<input type="checkbox"/> Student	<input type="checkbox"/> Student Spouse	
	<input type="checkbox"/> Other _____			
Only U.S. Citizens or Aliens who verify a legal authorization to work in the U.S. are eligible for employment. Are you a U.S. Citizen or are you otherwise authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list dates and hours available for work. _____ _____				
State briefly why you would like to work for Midwestern ("the Seminary"). _____ _____ _____				
Have you ever been interviewed for employment by Midwestern?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, by whom? _____				
Have you ever been employed by Midwestern?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, list position(s) _____				
Dates of employment _____		Reason for leaving _____		
Have you ever been convicted of any misdemeanor or felony?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are there any criminal charges presently pending against you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been included in a sexual offender registry?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered yes to any of the above questions, describe in full (include date, offense, disposition). _____ _____ _____				
(Note: a past conviction or pending charges will not necessarily disqualify an applicant.)				

Education

Name, City, and State of Educational Institution	Graduated		Years Attended		Type of Degree Rec'd or Expected	If No Degree, Credits	Course of Study
	Yes	No	From	To			
High School							
College/University							
Post Graduate Studies							
Technical/Other							

Summary of skills - - List other training, qualifications, and skills such as audiovisuals, bookkeeping, computer (be specific when identifying computer skills), food service, recreations, typing, etc.

Activities and Achievements - - List positions(s) held and length of time. (Do not include those which indicate race, color, religion, sex, age, national origin, disability, or veteran status.)

References

(Excludes Relatives)

Full Name	Occupation & Relationship – Personal, Professional, or Church Leader	Phone Number	Years Known

Work Experience

Have you ever been dismissed or forced to resign from any employment? Yes No
 If you answered yes, describe in full (include date, employer, and circumstances).

Start with present of most recent position. Attach additional pages if needed. Please attach resume if available.

Company Name		Type of Business		Employed From - To	
Address		City	State	Zip Code	Phone (with Area Code)
Job Title		Immediate Supervisor		Base Starting Salary	Base Salary at Leaving
Duties/Responsibilities				Additional Compensation (Explain)	
				Reason for Leaving	
Company Name		Type of Business		Employed From - To	
Address		City	State	Zip Code	Phone (with Area Code)
Job Title		Immediate Supervisor		Base Starting Salary	Base Salary at Leaving
Duties/Responsibilities				Additional Compensation (Explain)	
				Reason for Leaving	
Company Name		Type of Business		Employed From - To	
Address		City	State	Zip Code	Phone (with Area Code)
Job Title		Immediate Supervisor		Base Starting Salary	Base Salary at Leaving
Duties/Responsibilities				Additional Compensation (Explain)	
				Reason for Leaving	
Company Name		Type of Business		Employed From - To	
Address		City	State	Zip Code	Phone (with Area Code)
Job Title		Immediate Supervisor		Base Starting Salary	Base Salary at Leaving
Duties/Responsibilities				Additional Compensation (Explain)	
				Reason for Leaving	

Testimony

Please take a moment to describe your current relationship with God, the history of your Christian commitment, and your present church involvement. Use additional sheets of paper if necessary.

READ CAREFULLY BEFORE SIGNING THIS APPLICATION

This organization is committed to the policy of equal employment opportunity in its personnel and employment practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion (other than for positions specified by U.S. Supreme Court), sex national origin, age, disability, veteran status, or any other basis protected by applicable federal, state, or local law.

I understand that, in the event I am employed by the Seminary, I am employed "at-will", which means the term of employment is not definite and my employment may be terminated at any time, with or without cause, without any advance notice, by either myself or my employer. The aforementioned constitutes the entire agreement between the Seminary and me on the subject of termination, layoff and/or discharge and can only be changed by a written agreement signed and executed by the Vice President of Institutional Administration, or his designee.

I represent that the answers and information given by me in this Application or in any resume are true and complete to the best of my knowledge. Without limiting the at-will employment relationship, I understand that my employment may be terminated at any time if you discover that I have provided incomplete, untrue, or misleading answers in this Application, or on any other document or form executed by me at any time during my employment.

I also understand that if hired, in consideration of my employment, I agree to conform to all current and future policies and regulations of the Midwestern Baptist Theological Seminary. I further understand that a background check may be required if employment is offered, but before employment commences.

I understand that the Immigration Reform Act requires that all employees produce evidence of legal residence and right to work at the time of hire or within three days after hiring. All offers of employment are contingent upon my providing the employer with satisfactory evidence of my residency. I affirm that I am of legal status to live and work in the United States and that I will furnish two or more documents required by INS Form I-9.

I have read, understand, and agree to the above statements.

Note: A photocopy of this statement shall be as valid as the original.

Signature of Applicant

Date