

# EMPLOYMENT APPLICATION



Office of Human Resources  
2019 - 2020

*Instructions: Type or 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 resume and 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").			

EDUCATION							
Name, City, and State of Educational Institution	Graduated		Years Attended		Type of Degree Rec'd or expected	If No Degree, # of 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.)

WORK EXPERIENCE				
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 Leaving Salary
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 Leaving Salary
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 Leaving Salary
Duties/Responsibilities				Additional Compensation (Explain)
				Reason for Leaving



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).

**REFERENCES (EXCLUDE RELATIVES)**

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

**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 USCIS Form I-9.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

