



EMPLOYMENT APPLICATION

The Southern Baptist Theological Seminary

Human Resources Office ♦ 2825 Lexington Road ♦ Louisville, KY 40280

Instructions: Type or clearly print with black or blue ink. Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. All applicants applying for full-time clerical positions must complete pre-employment tests.

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.	Social Security No.	Phone (with area code)
Address (Number and Street)		City	State	Zip Code
Campus Box Number	E-mail Address			Date you can start
Relationship to Southern Seminary:		<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 The Southern Baptist Theological Seminary ("the Seminary"):				
Have you ever been interviewed for employment by Southern Seminary? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, by whom? _____ When? _____				
Have you ever been employed by Southern Seminary? <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 Received or Expected	If No Degree, Credits Earned	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, recreation, typing, etc.

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

Personal References

(Exclude Former Employers or Relatives)

Name and Occupation	Address	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 or most recent position. Attach additional pages if needed. Please attach resume if available.

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

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Duties/Responsibilities	Additional Compensation (Explain)
	Reason for Leaving

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 Senior Vice President for 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 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