

# Application for Employment

Baptist Bible College & Seminary

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please print

Position applying for \_\_\_\_\_ Date of application \_\_\_\_\_

How did you learn about us?  Advertisement  Employment agency  Friend/Relative  Other \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

- FT  PT  temp Which category are you available to work—full time, part time, or temporary?  
 yes  no If you are under 18 years of age, can you provide required proof of your eligibility to work?  
 yes  no Have you ever filed an application with us before? If yes, give date \_\_\_\_\_  
 yes  no Have you ever been employed with us before? If yes, give date \_\_\_\_\_  
 yes  no Are you currently employed?  
 yes  no May we contact your present employer?  
 yes  no Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  
*Proof of citizenship or immigration status will be required upon employment.*  
 yes  no On what date would you be available for work? \_\_\_\_\_  
 yes  no Are you currently on "lay-off" status and subject to recall?  
 yes  no Can you travel if a job requires it?  
 yes  no Have you been convicted of a felony within the last seven years?  
*Conviction will not necessarily disqualify an applicant from employment.*

## EDUCATION INFORMATION

High School \_\_\_\_\_ Course of study \_\_\_\_\_  
Street \_\_\_\_\_ Years completed \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

College \_\_\_\_\_ Course of study \_\_\_\_\_  
Street \_\_\_\_\_ Years completed \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Graduate/Professional \_\_\_\_\_ Course of study \_\_\_\_\_  
Street \_\_\_\_\_ Years completed \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

*Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities or other protected status.*

Employer \_\_\_\_\_

Street/City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work performed \_\_\_\_\_

Employer \_\_\_\_\_

Street/City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work performed \_\_\_\_\_

Employer \_\_\_\_\_

Street/City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work performed \_\_\_\_\_

**SPECIALIZED SKILLS**

*Indicate any foreign languages you can speak, read and/or write.*

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any job-related training received in the United States military.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specialized skills/equipment/computer software *(please check if you are proficient)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> WordPerfect       | <input type="checkbox"/> Office equipment _____ |
| <input type="checkbox"/> MS Word          | <input type="checkbox"/> Adobe Photoshop   | <input type="checkbox"/> Heavy machinery _____  |
| <input type="checkbox"/> MS Excel         | <input type="checkbox"/> Adobe InDesign    |   |
| <input type="checkbox"/> MS PowerPoint    | <input type="checkbox"/> Adobe Illustrator |   |
| <input type="checkbox"/> MS Access        | <input type="checkbox"/> Other software    |   |

Others not listed above \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## REFERENCES

Name \_\_\_\_\_  
Street/City/State/Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Street/City/State/Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Street/City/State/Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Relationship to you \_\_\_\_\_

---

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of my background, prior employment history, and all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



538 Venard Road | Clarks Summit, PA 18411 | 570.586.2400 | www.bbc.edu

*Baptist Bible College & Seminary is an equal opportunity employer.*