



## APPLICATION FOR EMPLOYMENT

Dear Applicant,

We are pleased that you have an interest in working with us. In order for us to determine whether or not we should work together, you need to know something about us and we, of course, want to know something about you as well.

The overarching purpose of Western Seminary is informed by its evangelical Christian commitment:

Western Seminary exists to glorify God by exalting His Son, Jesus Christ, in prayerful dependence upon the Holy Spirit and the Word of God.

Thus, all aspects of the seminary's operations aim at enhancing the reputation of the Triune God. Furthermore, these efforts must be consciously guided by God's inerrant word and empowered by His Holy Spirit to fulfill this high and holy calling.

Because the number of applications we receive is typically greater than the number of current job openings, your application will be kept for the balance of the calendar year. It will be carefully evaluated. We will contact you for further interviewing if we believe you qualify for a particular position.

Western Seminary is an equal opportunity employer and abides by the various federal laws governing the activities of a religious 501(C)3 organization. We will consider you for a specific position without discrimination because of race, color, sex, national origin, marital status, age or handicap.

We also comply with the Americans for Disabilities Act of 1990. If your application leads to an interview, you may be asked questions concerning your ability to perform job-related functions.

Please feel free to add additional pages to the application form if there is not room to completely fill in all you would like us to know about you. If you do have a resume, we would be delighted to receive that as well.

Thank you for considering Western Seminary as a place to use your God-given skills.

Please submit your application to the campus at which the position is available.

Western Seminary – Portland  
5511 SE Hawthorne Blvd.  
Portland, OR 97215

Western Seminary – San Jose  
16330 Los Gatos Blvd., Suite 100  
Los Gatos, CA 95032

Western Seminary – Sacramento  
2924 Becerra Way  
Sacramento, CA 95821

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**DO NOT WRITE BELOW THIS LINE -FOR OFFICE USE ONLY**

New Hire Name \_\_\_\_\_ Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Dept/Area \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

# PERSONAL INFORMATION

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Message Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Your email address: \_\_\_\_\_ May we contact you at work?  Yes  No

Position Desired \_\_\_\_\_ Pay rate desired \$ \_\_\_\_\_

Have you read the position announcement?  Yes  No

With or without reasonable accommodation, are you able to perform the duties of the position?  Yes  No

If the position for which you are applying requires you to drive, do you have a valid driver's license?  Yes  No

If the position for which you are applying requires travel, are you able to travel?  Yes  No

Do you desire  Full-time work or  Part-time work? Days and hours available \_\_\_\_\_

Date available to start \_\_\_\_\_ If under 18, do you have a current work permit?  Yes  No

Have you ever been employed at Western Seminary  Yes  No If yes, When? \_\_\_\_\_

What prompted you to apply?  Our purpose  Friend  Staff / Faculty member  Other \_\_\_\_\_

List any references presently working at Western Seminary:

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Are you legally eligible to work in the USA?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, please explain:

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List any professional, civic, trade, volunteer or business activities and offices held: (You may exclude memberships that would reveal sex, race, national origin, age, marital or veteran status, disability or other protected status).

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# EMPLOYMENT HISTORY

List your present or most recent employer first and work backward. Please give accurate, complete, full-time, and part-time employment information. If you do not possess all the information requested, we strongly encourage you to obtain it for your application materials. Incomplete information may delay or disqualify your application for employment. Please provide work history for at least the past ten years, or since graduation if less than ten years. You may attach additional information if there are more than the four employers provided for in this form.

**I. Employer (most recent)** \_\_\_\_\_ Phone \_\_\_\_\_

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

Employed (mo./yr.) from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your job title \_\_\_\_\_

Position(s) held/ duties

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Starting pay rate \$ \_\_\_\_\_ Final pay rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**II. Employer** \_\_\_\_\_ Phone \_\_\_\_\_

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

Employed (mo./yr.) from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your job title \_\_\_\_\_

Position(s) held/ duties

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Starting pay rate \$ \_\_\_\_\_ Final pay rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**III. Employer** \_\_\_\_\_ Phone \_\_\_\_\_

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

Employed (mo./yr.) from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your job title \_\_\_\_\_

Position(s) held/ duties

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Starting pay rate \$ \_\_\_\_\_ Final pay rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**IV. Employer** \_\_\_\_\_ Phone \_\_\_\_\_

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

Employed (mo./yr.) from \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your job title \_\_\_\_\_

Position(s) held/ duties

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Starting pay rate \$ \_\_\_\_\_ Final pay rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**May we contact all the employers you have listed?  Yes  No If not, please state name(s) of employer(s) you do not wish us to contact and give reason.**

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# EDUCATION AND TRAINING

Circle highest grade completed: 7 8 9 10 11 12 College 1 2 3 4 5 6

Did you graduate?  Yes  No

Schools and their locations from which you graduated:

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Graduate degree(s) \_\_\_\_\_

Concentration of courses taken \_\_\_\_\_ GPA \_\_\_\_\_

Other training, trade schools, certifications, or classes taken

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Office or clerical skills (computer skills, etc.)

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Use this space to provide ANY ADDITIONAL INFORMATION that you believe would be helpful to us regarding your experience or other special qualifications not listed elsewhere in this application.

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# REFERENCES:

List four persons (other than relatives or former employers) who have knowledge of your skills and abilities in the area for which you applied:

Name	How they know you	Address	Phone Number / Email

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We would like to advise you that we may conduct routine inquiries during the processing of this application that will provide us with pertinent information concerning your work abilities, character, general reputation, and lifestyle.

You need to clearly understand that while we make every effort to provide steady, continuing work, we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including financial conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. And, of course, you may elect to leave of your own volition.

By my signature below, I authorize each employer and reference that I have listed above to release to Western Seminary any and all information in his/her/its files and possession that would be pertinent to my qualifications for the position(s) for which I have applied, unless otherwise noted.

I understand that my employment with Western Seminary is for no specific term and may be terminated by me or by Western Seminary with or without notice or cause at any time. I further understand that no oral promise, Western Seminary's policy, custom, business practice, or other procedure constitutes an employment contract or modification of the at-will relationship between Western Seminary and me.

I also declare by my signature that the statements and information I have provided on this application are true and accurate to the best of my knowledge and belief. I understand that any intentional omission or misstatement of fact on this application will be sufficient cause for refusal to employ and/or cause for discharge.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

# Western Seminary Statement of Faith

Western Seminary is a Christian educational institution, nurturing for the church godly leaders committed to and competing for, Christ's redemptive purpose throughout the world. For this reason, we hire only individuals who subscribe to the World Evangelical Alliance Statement of Faith.

We believe in...

1. The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct...
2. One God, eternally existent in three persons, Father, Son and Holy Spirit...
3. Our Lord Jesus Christ, God manifest in the flesh, his virgin birth, his sinless human life, his divine miracles, his vicarious and atoning death, his bodily resurrection, his ascension, his mediatorial work, and his personal return in power and glory...
4. The salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit...
5. The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ...
6. The unity of the Spirit of all true believers, the Church, the Body of Christ...
7. The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

**If you are in agreement with this statement of faith, please sign below and include this page with your application. If you take exception to any of the statements, do not sign, but attach a note of explanation.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT POLICIES TO KNOW BEFORE SUBMITTING THIS APPLICATION**

Western Seminary is an equal opportunity employer and does not discriminate on the basis of gender, age, race, color, marital status, national origin, disability, or veteran status. As a non-profit, religious organization, Western Seminary reserves the right to prefer employees on the basis of religion as permitted by Title V11, Section 702 and 703, of the United States Civil Rights Act of 1964, as amended. **Initial here: (            )**

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a position will be interviewed. **Initial here: (            )**

I understand that this application will remain current only for the duration of this calendar year and that I can renew my application for one additional year by telephone or e-mail. I also understand that I must apply for future, specific openings as they occur. **Initial here: (            )**

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Western Seminary. **Initial here: (            )**

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that the misrepresentations or material omission on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to Western Seminary may result in termination of my employment **Initial here: (            )**

I authorize all previous employers, supervisors, and other associates listed on this application, including all persons with and for whom I have worked, to give Western Seminary’s representatives any and all information regarding me and my previous employment. I release Western Seminary and all previous employers and supervisors from liability for any damages that may result from furnishing information to Western Seminary. **Initial here: (            )**

In consideration of my employment, I agree to conform to the instructions, rules, and policies of Western Seminary. If I am hired, I understand that my employment is at will unless outlined specifically by a contract signed by the President. **Initial here: (            )**

I agree that any disputes arising from my employment or termination of my employment will be resolved under a grievance procedure that is in effect during my employment with Western Seminary. I understand that no representative of the seminary except for the President has any authority to enter into any agreement for employment for any specified period of time, or to make an agreement contrary to the foregoing. **Initial here: (            )**

Any employee on our premises found selling, using, or under the influence of alcohol or illegal drugs (including marijuana) will be subject to termination. **Initial here: (            )**

Because of the nature of our work, people tend to judge the entire organization and even Christians in general by the lifestyle of our employees. We are known as “Christians.” Our lives and conduct should reflect this, especially in our relationships with fellow employees, family, neighbors, business contacts, etc. Therefore, indulgence in any lifestyle or pastime that is illegal or scripturally questionable is subject to discipline up to and including termination. Examples are: sexual activity out of wedlock, drunkenness, conviction of a felony crime, refusal to honor financial obligations; etc. **Initial here: (            )**

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_