



Application For Employment

Dear Applicant,

We are pleased that you have an interest in working with us. In order for us to determine whether we should work together, you need to know something about us and we, of course, want to know something about you as well.

Western Seminary's vision is to be an educational community that promotes gospel-centered transformation in every aspect of its life and work. Flowing from this vision is our mission statement: Western Seminary serves as a catalyst and resource for spiritual transformation by working with and for the church to equip men and women for strategic ministry roles.

Because of these firmly held convictions, you will notice that part of this employment application process requires your agreement with the World Evangelical Alliance statement of faith.

The number of applications we receive is typically greater than the number of current job openings. Your application will be carefully evaluated and 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. Western Seminary offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time

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 Director of Human Resources – amitchell@westernseminary.edu.

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

Personal Information

Name:

Phone:

Mailing Address:

City, State, Zip:

Email address:

Position desired:

Pay rate desired:

Have you read the job description?

With or without reasonable accommodation, are you able to perform the duties of the position?

If the position for which you are applying requires you to drive, do you have a valid driver's license?

If the position for which you are applying requires travel, are you able to travel?

If under 18, do you have a current work permit?

Are you legally eligible to work in the USA?

Have you ever been employed at Western Seminary?

Do you desire full-time or part-time work?

Days and hours available:

What prompted you to apply?

Our purpose

Friend

Staff/faculty member

Other

Where did you hear about this position?

List any professional, civic, trade, volunteer, or business activities and offices held:

(You may exclude memberships that would reveal sex, race, national origin, age, or other protected status.)

List any references presently working at Western Seminary:

Personal Information

List your present and most recent employer first and work backward. Please give accurate, complete, full-time, and part-time employment information. If you do not possess all of the information requested, we strongly encourage you to obtain it for your application materials. Please provide work history for at least the past ten years, or since graduation if less than ten years.

Employer:	
Employer address:	
Employed from (month/year) to (month/year):	
Job Title:	Supervisor's name:
Reason for leaving:	
Position(s) held/duties:	

Employer:	
Employer address:	
Employed from (month/year) to (month/year):	
Job Title:	Supervisor's name:
Reason for leaving:	
Position(s) held/duties:	

Employer:	
Employer address:	
Employed from (month/year) to (month/year):	
Job Title:	Supervisor's name:
Reason for leaving:	
Position(s) held/duties:	

Employer:	
Employer address:	
Employed from (month/year) to (month/year):	
Job Title:	Supervisor's name:
Reason for leaving:	
Position(s) held/duties:	

May we contact all of the employers you have listed?

If not, please state name(s) of employer(s) you do not wish us to contact and give reason:

Education And Training

Highest grade completed: College:

Did you graduate?

Schools and their locations from which you graduated:

Other training, trade schools, certifications, or classes taken:

Software programs/applications and level of competency:

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.

References

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

Name	How they know you	Phone number	Email

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:

(Either print and sign, or add your digital signature above)

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 until 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.

Applicant's signature:

Date:

(Either print and sign, or add your digital signature above.)

Important Policies To Know Before Submitting This Application

Western Seminary is an equal opportunity employer, and as such does not engage in discrimination in its programs, activities, and policies against students, prospective students, or employees, because of race, color, ethnic or national origin, age, personal handicap, or gender. Such policy is in compliance with the requirements of the Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local statutes, ordinances, and regulations. As a non-profit, religious organization, Western Seminary reserves the right to prefer employees on the basis of religion as permitted by Title VII, 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 this application will remain current only for the duration of this calendar year. 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 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 any agreement for employment for any specified period of time, or to make an agreement contrary to the foregoing.

Initial here:

An employee on our premises found selling, using, or under the influence of alcohol or illegal drugs will be subject to termination.

Initial here:

Because of the nature of our work, others often judge our organization—and even Christianity as a whole—by the way our employees live. As representatives of Christ, our lives should reflect Christian values in all relationships, including with coworkers, family, neighbors, and business contacts. Therefore, engaging in any lifestyle or activity that is illegal, scripturally questionable, or inconsistent with Western’s Standard of Character and Conduct may result in disciplinary action, up to and including termination.

Initial here: