

WESLEY BIBLICAL SEMINARY  
**Application for Employment**  
*(Please Print)*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

**I. Personal Information**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Date of Birth (month/day) \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by Wesley Biblical Seminary?

\_\_\_\_\_

3. How were you referred to (Wesley Biblical Seminary)? \_\_\_\_\_

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

**Church:** \_\_\_\_\_  
Denomination \_\_\_\_\_ Church \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Are you clergy?  No  Ordained  Licensed

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem./Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

## III. Experience

1. What is your familiarity with the following software programs: (1) Word, (2) Excel, (3) Access, (4) Power Point, (5) Publisher and/or Pagemaker, and (6) Accounting Software:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Other Applicable experience: \_\_\_\_\_

## III. Employment Record *Please include all employment for the last five years.*

1. _____ Company Name (Current or Most Recent Employer)	_____	Position Held
_____	_____	Dates Employed: _____
Address	_____	From                      To
_____	_____	Telephone
Manager / Supervisor	_____	Wage/Salary
_____	_____	Reason For Leaving
2. _____	_____	Position Held
Company Name	_____	Dates Employed: _____
_____	_____	From                      To
Address	_____	Telephone
_____	_____	Wage/Salary
Manager / Supervisor	_____	Reason For Leaving
_____	_____	Reason For Leaving

3. \_\_\_\_\_  
 Company Name \_\_\_\_\_ Position Held \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 \_\_\_\_\_  
 Manager / Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
 \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

**NOTE:** Use a separate sheet to list additional employers, if necessary . We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

\_\_\_\_\_  
 (Employer's Name) \_\_\_\_\_ Reason \_\_\_\_\_  
 \_\_\_\_\_  
 (Employer's Name) \_\_\_\_\_ Reason \_\_\_\_\_

**IV. References** Please do not include relatives or former employers.

1. \_\_\_\_\_  
 Name \_\_\_\_\_ Years Known \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 Occupation \_\_\_\_\_

2. \_\_\_\_\_  
 Name \_\_\_\_\_ Years Known \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 Occupation \_\_\_\_\_

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
 \_\_\_\_\_
- 2.. Can you work on Saturday? ( ) Yes ( ) No
3. Can you travel if required by this position? ( ) Yes ( ) No

## VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

## VII. Emergency Contact(s)

In case of emergency contact:

name \_\_\_\_\_  
address \_\_\_\_\_  
city, state, zip \_\_\_\_\_  
telephone \_\_\_\_\_

Next of kin:

name \_\_\_\_\_  
address \_\_\_\_\_  
city, state, zip \_\_\_\_\_  
telephone \_\_\_\_\_

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## VIII. Notices and Certification

If your application receives favorable consideration, and results in subsequent employment by Wesley Biblical Seminary, you will be compensated on a monthly basis. Your first 90 days of employment with Wesley Biblical Seminary are considered an Introductory Period, and during that period you will not accrue any benefits described in the Employee Manual unless otherwise required by law. Completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that a dismissal be based on "cause."

IF employed, and in consideration of such employment, I agree to conform to the rules and regulations of Wesley Biblical Seminary, and I understand my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Wesley Biblical Seminary or myself, except as otherwise provided by law. I understand that no manager or representative of Wesley Biblical Seminary, other than the President of Wesley Biblical Seminary, has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of Wesley Biblical Seminary.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge, and that I have read and understand the notices contained herein.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date