



WESLEY BIBLICAL SEMINARY

Application for Employment

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.

PERSONAL INFORMATION

Position Applied for: _____ Date: _____

Last Name:	First Name:	Middle Name:
Current Address:		
Permanent Address (if different):		
Phone Number:	Date of Birth (Month/Day)	SSN:

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.

- 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: _____
- Do you have any relatives who are presently (or have formerly been) employed by Wesley Biblical Seminary?

- How were you referred to Wesley Biblical Seminary? _____

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

Comments:

CHURCH

Church:	Denomination:
Pastor:	Location: Phone:

Are you clergy? No Yes Ordained Licensed

EDUCATION

	SCHOOL NAME & LOCATION	YEARS COMPLETED	DEGREE/DIPLOMA
High School			
College			
Technical Training			
Other			

SKILLS

Describe your experience with general office software (e.g. Word, Excel), presentation software (e.g. PowerPoint, Publisher, Canva), database software, or accounting software, as well as any other applicable skills.

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EMPLOYMENT RECORD Please include all employment for the past five years. We will contact all of the employers listed on this application unless you specifically exclude them below. Attach a resume or separate file to list additional employers if needed.

Employer 1

Company Name	Position	Dates Employed
Address		Phone
Manager/Supervisor	Reason for Leaving	Wage/Salary

OK to contact this employer? Yes No Reason: _____

Employer 2

Company Name	Position	Dates Employed
Address		Phone
Manager/Supervisor	Reason for Leaving	Wage/Salary

OK to contact this employer? Yes No Reason: _____

Employer 3

Company Name	Position	Dates Employed
Address		Phone
Manager/Supervisor	Reason for Leaving	Wage/Salary

OK to contact this employer? Yes No Reason: _____

WORK AVAILABILITY

If your application receives favorable consideration, when will you be available to begin work? _____

Can you work on Saturday? Yes No Can you travel if required by this position? Yes No

SALARY REQUIREMENTS

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

REFERENCES *Please do not include relatives or former employers*

Reference 1

Name	Occupation
Address	
Telephone	Years Known

Reference 2

Name	Occupation
Address	
Telephone	Years Known

CONTACTS

In case of emergency, contact:

Name	Telephone
Address	City/State/ZIP

Next of kin:

Name	Telephone
Address	City/State/ZIP

NOTICES AND CERTIFICATIONS

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.

Signature	Date
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