

FROM THE OFFICE OF FINANCE & ADMINISTRATION

APPLICATION FOR EMPLOYMENT

Chicago Theological Seminary is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state, or local law in matters of employment.

Incomplete information could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No (Proof of identity and eligibility will be required upon employment)

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No

If yes, please provide company names and details

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? ___Yes ___No

If yes, may we inquire of your present employer? _____

SOURCE OF REFERRAL

How did you hear about us? _____

Have you ever worked for Chicago Theological Seminary before? ___Yes ___No

If yes, Explain:

Do you know anyone who works for our institution? ___Yes ___No If yes, who?

EDUCATION

	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University (please list all)				
College or University (please list all)				
Graduate Level				
Graduate Level				
Graduate Level				
Graduate Level				

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backward in time.

Feel free to continue on a separate sheet of paper if needed. *Incomplete information could disqualify you from further consideration.*

Start Date	End Date	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

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Job Title		Address	
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Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

Computer Skills (please describe):

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years. At least one must be an immediate supervisor.

Name	Address, Phone, Email	Company	Relationship
1			
2			
3			

PLEASE READ CAREFULLY BEFORE SIGNING

Chicago Theological Seminary is an equal opportunity employer. Chicago Theological Seminary does not discriminate in employment on account of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state, or local law in matters of employment.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Chicago Theological Seminary to hire me. If I am hired, I understand that either Chicago Theological Seminary or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Chicago Theological Seminary has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Chicago Theological Seminary true and complete information on this application. No requested information has been concealed. I authorize Chicago Theological Seminary to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

_____ Initial to acknowledge your understanding that Chicago Theological Seminary may require a background check prior to hiring.

Signature: _____ Date: _____

Print Name: _____

THIS APPLICATION IS VALID FOR 60 DAYS FROM DATE SIGNED/DATED ABOVE.