



faith baptist bible college and theological seminary

APPLICATION FOR EMPLOYMENT

Important Instructions: Please download the form and complete it. To correctly save the application, select Save As and rename it using your name as the title. Please note: if you do not rename it, the information may not be saved in the application.

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, or veteran status.

The school's position as a Baptist institution of higher learning requires that all who accept employment at Faith must have professed faith in Christ as Savior, are actively involved in a local church, are committed to Biblical patterns of behavior, and desire the growth of Christian convictions and maturity for the school's students. **All employees must read and agree to Faith's position statements (faith.edu/about/what-we-believe/) without mental reservations.**

FBBC&TS MISSION STATEMENT

The mission of Faith Baptist Bible College and Theological Seminary is to equip vocational Christian workers and other servant leaders while inspiring them to take the Word to the world.

FBBC&TS VISION STATEMENT

FBBC&TS provides a thoroughly biblical, academically excellent education, which produces God-focused, eternity-minded, servant-hearted leaders for life and ministry in churches, families, and communities around the world.

PERSONAL

Date _____ Position Desired _____

Availability of Work ☐ Full-Time ☐ Part-Time ☐ Temporary

First Name _____ Middle Name _____ Last Name _____

Street Address _____

City _____ State _____ ZIP _____ Country _____

Cell Phone _____ Email Address _____

On what date would you be able to begin employment? _____

Your church name and address _____

Have you ever filed an application with Faith before? ☐ Yes ☐ No

Have you ever been employed at Faith before? ☐ Yes ☐ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Have you ever been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment.)

☐ Yes ☐ No

If yes, please explain.

Write your personal testimony of salvation and baptism.

EDUCATION

High School

School Name _____

Years Attended _____

Diploma/Degree _____

College

School Name _____

Years Attended _____

Diploma/Degree _____ Field of Study _____

Graduate or Professional School

School Name _____

Years Attended _____

Diploma/Degree _____ Field of Study _____

State any foreign language you can speak, read, or write. _____

Describe your computer skills and any computer applications in which you have expertise.

Describe any specialized training you have received.

Describe any job-related training in the United States military.

EMPLOYMENT EXPERIENCE

For reference purposes, is your educational or employment history listed under another name? ☐ Yes ☐ No
If so, what name? _____

PRESENT OR LAST EMPLOYER _____

Address _____
Telephone Numbers _____
Dates Employed _____
Job Title _____ Job Duties _____

Supervisor _____
Telephone Number _____ E-Mail _____
Reason for Leaving _____
Last Pay Rate/Salary _____
May we contact this employer? ☐ Yes ☐ No

PREVIOUS EMPLOYER _____

Address _____
Telephone Numbers _____
Dates Employed _____
Job Title _____ Job Duties _____

Supervisor _____
Telephone Number _____ E-Mail _____
Reason for Leaving _____
Last Pay Rate/Salary _____
May we contact this employer? ☐ Yes ☐ No

PREVIOUS EMPLOYER _____

Address _____
Telephone Numbers _____
Dates Employed _____
Job Title _____ Job Duties _____

Supervisor _____
Telephone Number _____ E-Mail _____
Reason for Leaving _____
Last Pay Rate/Salary _____
May we contact this employer? ☐ Yes ☐ No

PERSONAL REFERENCES (NOT RELATIVES)

Name _____

Address _____

Telephone Number _____

Relationship to Applicant _____

Name _____

Address _____

Telephone Number _____

Relationship to Applicant _____

Name _____

Address _____

Telephone Number _____

Relationship to Applicant _____

What makes Faith an attractive employment opportunity for you?

APPLICANT'S STATEMENT—PLEASE READ AND SIGN BELOW

I certify that the answers I have given are true and complete to the best of my knowledge.

I consent to Faith Baptist Bible College and Theological Seminary contacting the people I have listed as references, any of my former employers (unless otherwise noted), any educational institutions I attended, and any organizations I have listed that might have information relevant to my application for employment.

I also consent to Faith Baptist Bible College and Theological Seminary conducting a criminal background check on me if it chooses to do so.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation verifying my right to work in the United States on my first day of employment.

In the event of employment, I understand that false or misleading statements given in my application or interview(s) may result in discharge. I also understand that I am required to abide by the policies, guidelines, and regulations of Faith Baptist Bible College and Theological Seminary as found in the Employee Handbook.

I hereby understand and acknowledge that, unless defined by applicable law, any employment relationship with Faith Baptist Bible College and Theological Seminary is of an "at will" nature, which means that the employee may resign at any time, and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Faith Baptist Bible College and Theological Seminary.

I agree to the above statements.

Signature

Date

Please submit your application and resume to hr@faith.edu.