



# 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/](http://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 \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ 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 \_\_\_\_\_ E-Mail \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

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](mailto:hr@faith.edu).