

New Orleans Baptist Theological Seminary



Application for Employment

Return to the Business Office, 3939 Gentilly Blvd, New Orleans, LA 70126 or place in the Business Office drop box located in the hallway. Feel free to attach your resume to the back. Applications are only kept on file for three months.

Position desired: _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____ email: _____

Phone number: _____ Cell Phone: _____

Personal Experience:

Have you ever filed an application here? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
Have you ever been employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
What type of work schedule do you prefer? <input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, how many hours?
What is your affiliation with the seminary?	

Educational Experience:

<i>Schools</i>	<i>Name and Location</i>	<i>Years Completed</i>	<i>Diploma/ Degree</i>	<i>Major</i>
High School				
College/ University				
Graduate School				
Technical/ Other				

Special Skills or Qualifications: _____

NOTICE: In compliance with federal law, including provisions of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, New Orleans Baptist Theological Seminary does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in employment. Under federal law, the Seminary may discriminate on the basis of religion in order to fulfill its purposes.

Employment Experience:

Firm Name:	Type of Business:
Address:	
Dates of Employment: From:	To:
Job Title:	
Work Performed:	
Firm Name:	Type of Business:
Address:	
Dates of Employment: From:	To:
Job Title:	
Work Performed:	
Firm Name:	Type of Business:
Address:	
Dates of Employment: From:	To:
Job Title:	
Work Performed:	
Firm Name:	Type of Business:
Address:	
Dates of Employment: From:	To:
Job Title:	
Work Performed:	

References: Give the name, address, and telephone number of three individuals not related to you.

1. _____
2. _____
3. _____

State any additional information you feel may be helpful to us in considering your application.

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application will be considered sufficient cause for dismissal. I hereby authorize New Orleans Baptist Theological Seminary or its agents to make an investigation of my employment and personal history through any investigative or credit agencies of its choice. I also understand that neither this application nor a commitment of employment by New Orleans Baptist Theological Seminary constitutes a contract of employment. If a contract is to exist, that document will be executed in writing by New Orleans Baptist Theological Seminary. I understand that this application for employment is valid for no more than 90 days. After that, I must resubmit an application in order to be considered for positions at New Orleans Baptist Theological Seminary.

Signature of Applicant _____ **Date** _____