

BETHLEHEM COLLEGE AND SEMINARY

Application for Employment



Bethlehem
Education in Serious Joy.

Bethlehem College and Seminary

Application for Employment



position applied for _____ date _____

PERSONAL INFORMATION

name _____

street address _____

city _____ state _____

zip _____

phone _____ email _____

EDUCATION INFORMATION

| | school | city/st | dates attended | degree |
|-------------|--------|---------|----------------|--------|
| high school | _____ | | | |

two-year college _____

four-year college _____

graduate school _____

technical/professional school _____

if you are currently enrolled in school, what are you studying? _____

what else would you like to tell us about your qualifications for this position? _____

EMPLOYMENT INFORMATION

are you legally eligible for employment in this country? yes no

what computer software do you have training or experience using? _____

REFERENCES

list three employment references. if you do not have three, list personal references who are not related to you.

name _____ phone _____
full address _____ years known _____

name _____ phone _____
full address _____ years known _____

name _____ phone _____
full address _____ years known _____

WORK HISTORY

attach resume or curriculum vitae if available*

current or last employer

name _____ phone _____
full address _____ dates employed
from _____
to _____

position _____ starting salary _____ ending salary _____
reason for leaving _____

*This section need not be completed if a resume or curriculum vitae is submitted.

brief description of duties & accomplishments _____

next previous employer

name _____ phone _____

full address _____ dates employed
from _____
to _____

position _____ starting salary _____ ending salary _____

reason for leaving _____

brief description of duties & accomplishments _____

next previous employer

name _____ phone _____

full address _____ dates employed
from _____
to _____

position _____ starting salary _____ ending salary _____

reason for leaving _____

brief description of duties & accomplishments _____

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentation on this form. I authorize the church to contact all references to seek job-related information about me, and I release Bethlehem College and Seminary (BCS) and all persons and companies from liability for furnishing such information. I understand that BCS may also request permission to check both my motor vehicle and criminal histories.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that it is at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice.

signature _____ date _____

✿ AUTHORIZATION & RELEASE OF INFORMATION

I authorize Bethlehem College and Seminary and its agents to contact any person or employers listed on my employment application to confirm information supplied by me and/or to obtain other information about my employment. I authorize all persons and employers to release any information about my qualifications. I also release any person or employer which provides information from any and all liability for providing that information.

signature _____ date _____
printed name _____

Bethlehem College and Seminary admits students of any race, color, or national or ethnic origin to all the rights, privileges, and activities generally afforded or made available to all its students. Bethlehem College and Seminary does not discriminate against any person on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies, scholarship programs and its other school-administered programs.