



PRINCETON THEOLOGICAL SEMINARY

Employment Application

Date _____

PRINCETON THEOLOGICAL SEMINARY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN EMPLOYMENT WITH REGARD TO RACE, CREED, COLOR, ANCESTRY, AGE, GENDER, MARITAL STATUS, MILITARY STATUS, NATIONAL ORIGIN, RELIGIOUS AFFILIATION (EXCEPT AS RELIGION MAY BE A BONA FIDE OCCUPATIONAL QUALIFICATION FOR CERTAIN POSITIONS AT THE SEMINARY), DISABILITY, SEXUAL OR AFFECTIONAL ORIENTATION, ATYPICAL HEREDITARY CELLULAR OR BLOOD TRAIT OF AN INDIVIDUAL, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW.

Name _____
Last First Middle

Street Address _____

City or Town _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Date Available for Work _____ Full-Time Part-Time (List Hours and Days Available Below)

For What Position(s) Are You Applying? _____

Education

NAME OF SCHOOL	CITY AND STATE	MAJOR STUDIES	YEARS ATTENDED FROM-TO	DEGREE GRANTED
High School				
College (Last Attended)				
Graduate School (Last Attended)				
Others (Last Attended)				

Briefly describe the type of work which you would like to do and which would best fit your background and experience:

Record of Employment

PLEASE LIST ALL EMPLOYMENT BEGINNING WITH CURRENT OR MOST RECENT EMPLOYMENT. ACCOUNT FULLY FOR ALL YOUR TIME, INCLUDING SUMMER JOBS, MILITARY SERVICE, PERIODS OF UNEMPLOYMENT, AND CONCURRENT EMPLOYMENT. USE AN ADDITIONAL SHEET IF NECESSARY.

Name of Employer		Position	
Street Address – City and State		Name and Title of Supervisor	
May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Description of your work		

From (Date)	To (Date)	Annual Salary (Last)	Reason for Leaving
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Name of Employer		Position	
Street Address – City and State		Name and Title of Supervisor	
May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Description of your work		

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Name of Employer		Position	
Street Address – City and State		Name and Title of Supervisor	
May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	Description of your work		

From (Date)	To (Date)	Annual Salary (Last)	Reason for Leaving
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Computer Skills

Office Applications: Please circle your level of expertise in each application, as appropriate.

Excel 1 2 3 4 5
 Word 1 2 3 4 5
 Power Point 1 2 3 4 5
 Outlook 1 2 3 4 5

Computer Type	Years of Experience	Spreadsheet Programs	Years of Experience	Word Processing Programs	Years of Experience
PC		Excel		Microsoft Word	
Macintosh					

Other Applications	Years of Experience	Other Applications	Years of Experience
<input type="checkbox"/> Jenzabar <input type="checkbox"/> SCVM <input type="checkbox"/> Library			

Professional Affiliations (Including Official Positions)

Organization	Official Position Or Office	Year(s)

Awards and Honors (Fellowships, Grants, Prizes, Honorary Memberships, Patents, and Copyrights)

I AUTHORIZE PRINCETON THEOLOGICAL SEMINARY TO FULLY INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IN THIS APPLICATION IS CAUSE FOR DISQUALIFICATION FOR ANY FUTURE CONSIDERATIONS OR FOR IMMEDIATE DISMISSAL IF EMPLOYED. I ALSO UNDERSTAND THAT EMPLOYMENT WITH PRINCETON THEOLOGICAL SEMINARY IS ON AN AT-WILL BASIS. CONSEQUENTLY, IF HIRED, THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME BY EITHER PARTY WITH OR WITHOUT CAUSE, EXCEPT AS EXPRESSLY PROHIBITED BY LAW.

Princeton Theological Seminary's Security Report, containing security policies and crime statistics, is available at: <https://www.ptsem.edu/securityreport/>

SIGNATURE _____ DATE _____

THANK YOU FOR YOUR TIME AND EFFORT AND FOR YOUR INTEREST IN PRINCETON THEOLOGICAL SEMINARY.



PRINCETON
THEOLOGICAL
SEMINARY

Employment References

HUMAN RESOURCES, P.O. BOX 821, PRINCETON, NJ 08542-0803
APPLY@PTSEM.EDU

IT IS OUR POLICY TO REQUEST THREE BUSINESS REFERENCES FROM YOU. IDEALLY, THESE REFERENCES SHOULD CONSIST OF CURRENT AND/OR FORMER SUPERVISORS, CO-WORKERS, OR OTHERS WHO HAVE SOME KNOWLEDGE OF YOUR EMPLOYMENT RECORD. PLEASE BE SURE TO NOTIFY THE INDIVIDUALS YOU LIST BELOW THAT WE MAY BE CONTACTING THEM. THANK YOU FOR YOUR TIME AND INTEREST IN PURSUING EMPLOYMENT OPPORTUNITIES AT PRINCETON THEOLOGICAL SEMINARY.

Business References

PERSON TO CONTACT _____

TITLE _____

COMPANY _____

PHONE NUMBER _____

RELATION (I.E. SUPERVISOR) _____

PERSON TO CONTACT _____

TITLE _____

COMPANY _____

PHONE NUMBER _____

RELATION (I.E. SUPERVISOR) _____

PERSON TO CONTACT _____

TITLE _____

COMPANY _____

PHONE NUMBER _____

RELATION (I.E. SUPERVISOR) _____

I AUTHORIZE PRINCETON THEOLOGICAL SEMINARY TO SPEAK WITH THE REFERENCES LISTED ABOVE ABOUT MY PREVIOUS WORK EXPERIENCE AND TO VERIFY INFORMATION GIVEN BY ME. I HEREBY GIVE MY CONSENT FOR ALL CONTRACTED PERSONS, INCLUDING MY FORMER EMPLOYERS, TO PROVIDE INFORMATION CONCERNING THIS APPLICATION.

SIGNATURE _____ DATE _____