



Application for Employment

Please return this application to the Business Office at 3939 Gentilly Blvd., New Orleans, LA 70126, or you can drop it off at the Business Office window or drop box located in the Hardin Student Center. Feel free to attach your resume to the back of this application. Applications are only kept on file for 3 months.

CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Email: _____ Phone Number: _____ (Please select one: Cell Home)

Position/Department Desired: _____

PERSONAL EXPERIENCE

Have you ever filed an application here? Yes No If yes, when? _____

Have you ever been employed here? Yes No If yes, when? _____

What type of work schedule do you prefer? Full-time or Part-time, how many hours? _____

What is your affiliation with NOBTS? _____

EDUCATIONAL EXPERIENCE

Schools	Name & Location	Years Completed	Diploma/Degree	Major
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 1993, 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

Employer Name: _____ Type of Business: _____

Address: _____

Job Title: _____ Dates of Employment: From: _____ To: _____

Work Performed: _____

Employer Name: _____ Type of Business: _____

Address: _____

Job Title: _____ Dates of Employment: From: _____ To: _____

Work Performed: _____

Employer Name: _____ Type of Business: _____

Address: _____

Job Title: _____ Dates of Employment: From: _____ To: _____

Work Performed: _____

Employer Name: _____ Type of Business: _____

Address: _____

Job Title: _____ Dates of Employment: From: _____ To: _____

Work Performed: _____

REFERENCES

Please give the name, address, and telephone number of three individuals not related to you.

1. _____

2. _____

3. _____

State any additional information you may feel 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 the 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:** _____