



DALLAS THEOLOGICAL SEMINARY

Human Resources Office • 3909 Swiss Avenue • Dallas, Texas 75204
Tel. 214-841-3601 • Fax. 214-841-3557

APPLICATION FOR EMPLOYMENT

Dallas Theological Seminary is an equal opportunity employer and does not discriminate based on race, age, national origin, sex, veteran status, or disabled condition in which the person is able to perform the essential functions of the position.

Date: _____ DTS Box # (if applicable): _____

Name: _____
Last First Middle

Address _____ City _____ State _____ Zip _____ How Long? _____

Former Address _____ How Long? _____

Home Phone _____ By whom were you referred? _____

Email Address _____

Position Desired _____ 2nd Choice Position (if any) _____

Salary Desired _____ Starting Date _____

State briefly why you would like to work at DTS: _____

What length of time can you commit to employment at Dallas Seminary? _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you ever been employed here? Yes No If yes, give date: _____

Are you a current student here? Yes No Are you a U.S. citizen? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.): Yes No

Are you available to work: Full time Part time Evening work Temporary

Are you on lay-off and subject to recall? Yes No

Have you been convicted of a felony or felonies within the last seven years? Yes No If yes, please explain: _____

(A conviction will not necessarily bar you from employment.)

Have you ever had a bond canceled or turned down? Yes No If yes, please explain: _____

QUALIFICATIONS

Can you type? Yes No If yes, WPM: _____

List computer experience (programs/computers) _____

What business machines do you operate (i.e. 10-key calculator)? _____

List special skills, licenses, and qualifications _____

EDUCATION

	Name	City, State	Graduate <input type="radio"/> Yes <input type="radio"/> No	Degree
High School or Prep School				
College or University				
Other Schooling				

EMPLOYMENT EXPERIENCE

(List employment, starting with your present or most recent position)

From	To	Name of Company	Phone	Salary: Starting	At Termination
Address (include city, state, zip)		Supervisor	Position: Starting		At Termination
Describe job duties					
Reason for leaving					

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Describe job duties					
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Please attach an additional sheet for any jobs you have held in the last five years that are not included above.

Indicate employers you do not wish us to contact _____

PERSONAL REFERENCES (Not former Employers or Relatives)

Name and occupation	Address	Phone

Your Salvation

Please write a brief statement describing your conversion to Christianity. Please indicate what a person must do to receive eternal life and when you took that step.

Doctrinal Beliefs

The mission of Dallas Theological Seminary as a professional, graduate-level school is to prepare men and women for ministry as godly servant-leaders in the body of Christ worldwide. We are seeking applicants who are passionately committed to our mission and will subscribe in good faith to the school's doctrinal beliefs.

Do you adhere to the following doctrines?

- ◆the authority and inerrancy of the Scripture
- ◆the Trinity
- ◆the full deity and humanity of Christ
- ◆the spiritual lostness of the human race
- ◆the substitutionary atonement and bodily resurrection of Christ
- ◆salvation by faith alone, in Christ alone
- ◆the physical return of Christ

YES NO

Dallas Seminary seeks to employ men and women who show evidence that they are born again, are of proven Christian character, endowed with appropriate spiritual gifts, and adhere to the basic doctrines of Christian faith. Employment is contingent on the results of a criminal background check at the point of hire.

I affirm that the facts set forth in my employment application and other employment documents are true and complete. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts shall be considered sufficient cause for nonemployment or dismissal if employed. I affirm that my intention in completing this application is to apply for a job at Dallas Theological Seminary and for no other reason or purpose. I understand and acknowledge that this application is neither a contract of employment nor constitutes an offer or acceptance of employment. Further, I understand that, if employed, my employment may be terminated by either party at any time.

Signature of Applicant _____