



APPLICATION FOR EMPLOYMENT

DALLAS THEOLOGICAL SEMINARY • HUMAN RESOURCES OFFICE • 3909 SWISS AVENUE • DALLAS, TEXAS 75204 • 214.887.5220 • FAX: 214.887.5522

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.

Name: _____ Date: _____
LAST FIRST MIDDLE

Address: _____ How long? _____

Former address: _____ How long? _____

Phone: _____ By whom were you referred? _____

Email: _____

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 DTS? _____

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

When are you available to work? Full time Part time Evening Work Temporary

Are you currently laid off and subject to recall? Yes No

Have you been convicted of a felony or felonies within the last 7 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

	school name	city, state	graduate yes/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 (city, state, zip)		supervisor's name	position: starting	at termination	
describe job duties					
reason for leaving					

from	to	name of company	phone	salary: starting	at termination
address (city, state, zip)		supervisor's name	position: starting	at termination	
describe job duties					
reason for leaving					

from	to	name of company	phone	salary: starting	at termination
address (city, state, zip)		supervisor's name	position: starting	at termination	
describe job duties					
reason for leaving					

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

Please do not list former employers or relatives.

name & 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 first step.

DOCTRINAL BELIEFS

The mission of Dallas Theological Seminary as a professional, graduate-level school is to glorify God by equipping godly servant-leaders for the proclamation of His Word and the building up of 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 beliefs.

Do you adhere to the following doctrines:

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

Yes No

DTS seeks to employ men and women who show evidence of saving faith in Christ, are of proven Christian character, are 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 _____