

# The Seattle School

OF THEOLOGY & PSYCHOLOGY

## Application for Employment

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

**Please type or print.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work/Message Telephone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ May we contact you at work? \_\_\_\_\_

Are you legally authorized to accept employment in the USA? \_\_\_\_\_

Have you read the position announcement? \_\_\_\_\_

With or without reasonable accommodation, are you able to perform the duties of the position? \_\_\_\_\_

Have you ever been employed at The Seattle School? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If the position for which you are applying requires you to drive, do you have a valid driver's license? \_\_\_\_\_

If the position for which you are applying requires travel, are you able to travel? \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

If hired, when are you available to begin work for The Seattle School? \_\_\_\_\_

### EDUCATION

Please complete the following information about all schools attended since, and including, high school.

School	City, State	Graduate		Major Subject(s)	GPA
		Yes	No		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Is there any collegiate institution previously attended reason you may not return to any? If yes, please explain. \_\_\_\_\_

List any institution in which you are presently enrolled:

School: \_\_\_\_\_ Degree: \_\_\_\_\_ Dates: \_\_\_\_\_

### SKILLS

Please complete the sections applicable to the position for which you are applying.

Computer Hardware \_\_\_\_\_ Typing Speed \_\_\_\_\_ wpm

Computer Software \_\_\_\_\_ Shorthand Speed \_\_\_\_\_ wpm

Business Machine(s) \_\_\_\_\_ Hand Tools \_\_\_\_\_

List other special skills, training, licenses, or qualifications. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any professional, civic, trade, volunteer, or business activities, or offices held. (You may exclude memberships that would reveal sex, race, national origin, age, marital or veteran status, disability, or other protected status.)

---

---

---

---

**EMPLOYMENT**

Starting with your most recent position, complete this section in its entirety. You may substitute with resume if all items are addressed.

Employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address, City, State \_\_\_\_\_

Exact Title of Position \_\_\_\_\_ From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Reason for leaving or considering a change \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Duties (Be specific.) \_\_\_\_\_

---

Employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address, City, State \_\_\_\_\_

Exact Title of Position \_\_\_\_\_ From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Reason for leaving or considering a change \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Duties (Be specific.) \_\_\_\_\_

---

Employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address, City, State \_\_\_\_\_

Exact Title of Position \_\_\_\_\_ From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Reason for leaving or considering a change \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Duties (Be specific.) \_\_\_\_\_

---

Employer \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address, City, State \_\_\_\_\_

Exact Title of Position \_\_\_\_\_ From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Reason for leaving or considering a change \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Duties (Be specific.) \_\_\_\_\_

---

---

**REFERENCES**

List four associates who are familiar with you, your qualifications, and your suitability for work at The Seattle School. Do not include relatives.

Name	Position/Relationship	Telephone

**Please read the following carefully before signing this application.**

The Seattle School of Theology & Psychology actively subscribes to a policy of equal education and employment opportunity for all people and does not discriminate on the basis of race, national origin, sex, age, marital status, or disability. This policy complies with Title IX Federal Regulations.

Initial here.

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a position will be interviewed.

Initial here.

I understand that this application will remain current only for the duration of this calendar year and that I can renew my application for one additional year by telephone. I also understand that I must apply for future, specific openings as they occur.

Initial here.

I understand that if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with The Seattle School.

Initial here.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that misrepresentations or material omission on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to The Seattle School may result in termination of my employment.

Initial here.

I authorize all previous employers, supervisors, and other associates listed on this application, including all persons with and for whom I have worked, to give The Seattle School's representative any and all information regarding my previous employment and me. I release The Seattle School and all previous employers and supervisors from liability for any damages that may result from furnishing information to The Seattle School.

Initial here.

In consideration of my employment, I agree to conform to the instructions, rules, and policies of The Seattle School. I understand that workplace rules may be changed, interpreted or added to by The Seattle School at any time at the school's sole option. If I am hired, I understand that my employment is at will unless outlined specifically by a contract signed by the President.

Initial here.

I agree that my disputes arising from my employment or termination of my employment will be resolved under a grievance procedure that is in effect during my employment with The Seattle School. I understand that no representative of the graduate school, except for the President or COO, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Initial here.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# The Seattle School

OF THEOLOGY & PSYCHOLOGY

## MISSION STATEMENT

The mission of The Seattle School of Theology & Psychology is to train people to be competent in the study of the text, soul, and culture in order to serve God and neighbor through transforming relationships.

The Seattle School prepares people, who in obedience to Christ serve in pastoral ministries, counseling, the arts, spiritual direction and other various professions. Graduates will be able to:

- demonstrate a growing ability to form and maintain maturing relationships with God and others,
- articulate a responsible process for approaching and interpreting the biblical text,
- exhibit self-awareness and an ability to care for others in a helping relationship
- express a passionate love for Christ's church and a sound understanding of the church's realities
- demonstrate competency in self-expression through writing, conversation and other means

## STATEMENT OF FAITH

The Seattle School is an evangelical and progressive institution. The Seattle School subscribes to the Nicene Creed and the text of Matthew 22:37-40 as the official teaching position.

1. We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.
2. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.
3. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen
4. **Matthew 22:37-40**  
Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."
5. **Statement of Scripture:** "We confess that the Scriptures, both Old and New Testament, are the word of God. We give thanks for them as a gift from God, inspired by the Holy Spirit, written down by God's servants. We receive them, in the tradition of the Christian church, as the authoritative guide to our identity and vocation, bringing us to the fullness of life in Jesus Christ."

*Explain any reservations or lack of understanding you may have concerning the above statement.*

---

---

---

---

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit your application to: **The Seattle School of Theology & Psychology • 2501 Elliott Avenue • Seattle, WA • 98121**  
**Tel. 206.876.6100 • Fax 206.876.6195 • Toll Free 888.977.2002 • Email [jobs@theseattleschool.edu](mailto:jobs@theseattleschool.edu)**

*When Congress in 1964 created the basic federal employment non-discrimination rules, it made sure to preserve the freedom of faith-based organizations to hire according to faith. State and local employment civil rights laws include a similar exemption for faith-based organizations. Religious hiring by religious organizations is not a violation of civil rights laws but a freedom built into them.*

## EQUAL EMPLOYMENT OPPORTUNITY

The Seattle School is dedicated to the policy of equal opportunity in its employment practices. Employment decisions are made without regard to race, color, national or ethnic origin, sex, age, veteran status, or disability.

Your voluntary cooperation would be appreciated in providing the following information to help the graduate school monitor its recruitment program and to maintain compliance with state and federal regulations. This information will be used only for statistical purposes. It will be kept confidential in the Employee Services Office, separate from your application for employment.

Name (optional) \_\_\_\_\_  Male  Female

Position(s) applied for \_\_\_\_\_

Black  Alaskan Native/American Indian  Asian/Pacific Islander  Hispanic  
 Handicapped/Disabled Person  Vietnam Era Veteran  Disabled Veteran  White

How did you learn of this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CAMPUS SECURITY REPORT

Each September, in compliance with the Clery Act, The Seattle School publishes an Annual Security Report for our campus from the previous calendar year. This report includes crime statistics that are compiled from reports made to the responsible members of The Seattle School staff. In addition, statistics are requested for crimes reported to the Seattle Police Department that occurred on our campus property and in the surrounding neighborhood. Three years of available data are provided for certain categories of crimes reported for our campus, adjacent public property, and the neighborhood of Belltown.

This report is required by the U.S. Department of Education and is made available to all students, employees, prospective employees, and the board of directors through a direct link to the public location on our website. The web address is:

<http://cdn.theseattleschool.edu/wp-content/uploads/2016/09/2015-Campus-Annual-Security-Report.pdf>

In addition to crime statistics, this report contains detailed information about The Seattle School's policies and procedures for emergency management, emergency notifications, crime reporting and prevention, sexual harassment & sexual violence reporting and prevention, substance abuse policies, and measures The Seattle School is taking to educate students about their rights and responsibilities for a safe learning environment.

All of these policies and additional safety resources are available in the Student Handbook, in the Comprehensive Emergency Management Plan, and on the Safety section of The Seattle School website. This report is made available digitally here and is available in print form by request from the Facilities Manager. To request a paper copy, or for any questions or concerns regarding this report or related matters, please contact the Facilities Manager.