

EMPLOYMENT APPLICATION

The Seattle School of Theology & Psychology is a Christian employer, committed to diversity, equity, inclusion and justice, seeking candidates aligned with our mission to train people to be competent in the study of text, soul, and culture in order to serve God and neighbor through transforming relationships. All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability status, protected veteran status, or any other characteristic protected by federal, state, or local law.

Position Applied For: _____ **Referral Source:** _____

Name: _____ **Preferred Name:** _____

Address: _____

E-Mail Address: _____ **Phone:** _____

Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If applying for a job that requires one, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously applied with us? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____
Date you can start work: _____	Have you previously worked with us? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are any of your records under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what name? _____
Are you on layoff status or subject to recall elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, who? _____
Do you wish to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Is there any reason you might be unable to meet our attendance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____

Are you taking or do you plan to take any additional education? If so, what? _____

Will you be able to perform the essential functions of the job, with or without reasonable accommodation? Yes No

PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE <i>(you may skip any information easily located on your resume or CV)</i>		
Current or Most Recent Employer:		
Address:		Phone:
Hire Date:	Term Date:	Supervisor:
Job Title & Duties:		
Why Did You Leave?		
Previous Employer #1:		
Address:		Phone:
Hire Date:	Term Date:	Supervisor:
Job Title & Duties:		
Why Did You Leave?		
Previous Employer #2:		
Address:		Phone:
Hire Date:	Term Date:	Supervisor:
Job Title & Duties:		
Why Did You Leave?		
Professional Reference		
Name:		
Address:		Phone:
Occupation:		How Long Known:

PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING THIS APPLICATION

1. As a final step in the hiring process, applicants will be subject to a background check. If a job offer is made, it may be made contingent upon the successful passing of this check.
2. The facts contained in this application are true and complete. I understand that false, misleading, or incomplete statements on this application may be grounds for disqualification of employment consideration or termination of employment if I am hired.
3. **I AUTHORIZE** the company to investigate and verify any information contained in my application or pre-hire interviews, including my previous employment, education, background, licenses, certifications, and driving record (as required for the position for which I applied). I further release all parties from all liability for any damage that may result from furnishing or receiving such information.
4. **I UNDERSTAND** that my employment and compensation may be terminated at any time without prior notice, with or without reason, at the option of the company or myself, and understand that no representative of the company, other than the President, has authority to enter into any agreement contrary to the foregoing.

Date: _____ Signature of Applicant: _____

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.

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. 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. 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.

2. **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."

3. **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."

I understand myself to be within the Christian faith tradition and personally adhere to the above statement of faith. Explain any reservations or lack of understanding you may have concerning the above statement.

I agree to comply with the guidelines, policies, and procedures of The Seattle School. I understand myself to be within the Christian faith tradition.

Date: _____ Signature of Applicant: _____

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.

Employee Applicant Statement on Sexual Misconduct for RCW 28B.112.080

Pursuant to [RCW 28B.112.080](#), The Seattle School of Theology & Psychology is required to request that each individual applying for an employment position sign a statement addressing the items below before The Seattle School extends an official offer of employment. Pursuant to RCW 28B.112.080(6), The Seattle School may not hire an applicant who does not sign this statement.

Questions (Answer YES or NO)

1. Are you the subject of any substantiated findings of sexual misconduct in any current or former employment? YES NO
2. Are you currently being investigated for, or have you left a position during an investigation into, a violation of any sexual misconduct policy at your current or past employers? YES NO

If you answer YES to either of the questions above, please attach an explanation of each situation.

Declaration, Authorization, and Release

By signing below:

- You declare that the answers you have provided to the questions above, including any accompanying explanations, are accurate;
- You authorize your current and past employers to disclose to The Seattle School any sexual misconduct committed by you and to make available to The Seattle School copies of all documents in such previous employer's personnel, investigative, or other files relating to sexual misconduct, including sexual harassment, by you; and
- You release your current and past employers, and employees acting on behalf of those employers, from any liability for providing information described in the preceding bullet point.

Date: _____ Signature of Applicant: _____