



**WASHINGTON THEOLOGICAL UNION**

6896 Laurel Street, N.W.  
Washington, DC 20012

The Washington Theological Union is an Equal Opportunity Employer and complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, age, color, religion, sex, national origin, disability, or other category protected by law.

Today's Date:	Date Available for Work:	Position Title:
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How did you learn of this position opening?

Are you available to work: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>	Hours/Days available:
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Why are you interested in the position to which you are applying?

**Personal Data**

Name (Last, First, M.I.):

Current Address (Number, Street, City, State, Zip):

Permanent Address (if different):

Home Phone:	Work Phone:	Other Phone:	E-mail:
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Are you legally authorized to work in the U.S.? No  Yes

Have you ever been convicted for a violation of a law other than minor traffic fines? No  Yes   
Explain:

Have you ever been employed at WTU? No  Yes  If Yes, when? From: To:  
List Position:

List relatives who work for WTU (Name and Position):

**Educational History**

Type of School	School Name and Address	Indicate Last Year Completed	Major	Did You Graduate?	Degree or Certificate
High School		<b>1 2 3 4</b>			
College or Technical School		<b>1 2 3 4</b>			
Graduate or Other School		<b>1 2 3 4</b>			

**List appropriate job-related skills for the position to which you are applying:**

Software: Blackboard  MSWord  Excel  Oracle  Grad Pro  Access  PowerPoint  Donor Perfect   
Other Job Related Skills (specify):

**List appropriate job-related licenses or certificates:**

Type:	Exp. Date:
Membership in Professional Organization(s):	

**Employment History** -List in chronological order, current or last employer first. You must complete all information.

1. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
2. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
3. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
4. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			

**Agreement**

All material received through the application process becomes the property of the Washington Theological Union and will not be returned. I understand and agree that any relevant and material misrepresentation made on this application (including resume) will justify immediate dismissal if hired. I hereby authorize the Washington Theological Union and/or its agent to contact any educational institution, former employer, law enforcement agency, or reference concerning information included on this application. I hereby release providers of information from all liability in responding to inquiries about me. I understand that this application is not a contract for employment. If hired, I will be an "at will" employee. At-will employment is of an indefinite duration and not an employment for any fixed term. Either Washington Theological Union or I can terminate employment for any reason with or without cause or notice and no agreement to the contrary will be recognized by Washington Theological Union unless made in writing and signed by the President of Washington Theological Union. I agree that upon separation, I will return to the Washington Theological Union property issued and/or owned by the Washington Theological Union, or will allow the value of same to be deducted from my wages.

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Signature \_\_\_\_\_ Date