

Application for Employment



To apply, e-mail this completed application to human.resources@asburyseminary.edu. You will receive an automatic e-mail reply when the file has been received and your application will remain on file for one year.

It is the policy of Asbury Theological Seminary to, within the parameters of our statements of faith and ethos, comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, national origin, or other protected classification.

ETHOS STATEMENT

The Asbury community is a family of believers who have committed themselves to Jesus Christ as Savior and Lord. They seek to live out this commitment in lives of sanctity, both personal and social. As servants of Christ and as ministers to one another, students, faculty, staff and administrators seek to develop relationships in mutual respect. They exercise their individual and collective responsibilities within the policies and structures which make it possible for the whole institution to fulfill its ministry.

Out of these common commitments they seek to witness to authentic Christian discipleship by living with each other and with the world in integrity, purity and love. Through their common life together, in classes, in study, in chapel services, at meals, in small-group sharing, in prayer and other scheduled activities, they encourage one another to find wholeness in Christ and readiness for ministry in the Wesleyan-Arminian tradition.

The Asbury community expects its witness to society today will include personal commitment against prevailing moral laxity by not participating in, advocating, supporting or condoning sexual relationships outside of marriage or homosexual practices, since these are contrary to Scripture and Christian tradition, and by refraining from the use of alcoholic beverages, illegal drugs and tobacco. This commitment will also show itself in sincere efforts to minister redemptively on behalf of Christ in every human relationship and societal structure.

ABOUT ASBURY THEOLOGICAL SEMINARY

Committed to a vital evangelical Christian faith, Asbury Seminary is rooted in the Wesleyan-Arminian theological tradition which stresses the free grace of God in two ways: First, the grace of God is free in all - not dependent on merit nor on works. Second, the grace of God is free for all - all may be saved. Christ died for the whole world. People are lost, then, not because they cannot be saved, but because they will not be saved.

The Christian faith rests on the personal self-revelation of God in Jesus Christ. Therefore, the Asbury Seminary philosophy of education begins with the Christian faith which centers in God, as revealed in the person of the Lord Jesus Christ and as witnessed in the Holy Scriptures by the Holy Spirit.

Asbury Theological Seminary is an institution of higher learning composed of scholarly teachers, leaders, staff and students dedicated to the truth. In the search for truth, Asbury Seminary affirms: Scripture, reason, experience and tradition. The Asbury community is encouraged to make use of on campus opportunities for spiritual refreshment, renewal and growth, such as chapel, seminars, prayer rooms, etc.

Asbury Seminary takes the position that God calls to His ministry men and women renewed by faith in Christ and set apart for Christian service by a divine call. Asbury Seminary commits to students:

- * To provide a spiritual education (spiritual formation).
- * To encourage a balanced preparation for ministry (holistic development).
- * To ensure professional preparation for Christian service (academic excellence).
- * To enable personal theological education (individual investigation).

ASBURY
THEOLOGICAL
SEMINARY

800.2ASBURY
asburyseminary.edu

204 N. Lexington Avenue
Wilmore, KY 40390
859.858.3581

8401 Valencia College Lane
Orlando, FL 32825
407.482.7500

Application for Employment

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Basic information

NAME		TODAY'S DATE	
STREET ADDRESS			
CITY	STATE	ZIP CODE	
PHONE	E-MAIL ADDRESS		
I AM ELIGIBLE TO WORK IN THE UNITED STATES. <input type="radio"/> YES <input type="radio"/> NO			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.		<input type="radio"/> YES <input type="radio"/> NO	
		IF YES, DESCRIBE:	
DESIRED SALARY RANGE		ANTICIPATED START DATE	
PREFERRED SHIFT		ANY HOURS/SHIFTS/DAYS YOU CANNOT/WILL NOT WORK	
APPLYING FOR <input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> STUDENT WORK <input type="radio"/> WORK STUDY			

Education

COLLEGE/UNIVERSITY	LOCATION	YEAR GRADUATED	MAJOR	DEGREE EARNED
COLLEGE/UNIVERSITY	LOCATION	YEAR GRADUATED	MAJOR	DEGREE EARNED
HIGH SCHOOL	LOCATION	YEAR GRADUATED	MAJOR	DEGREE EARNED
OTHER TRAINING/EDUCATION				

References

LIST THREE PEOPLE (NO RELATIVES OR FORMER EMPLOYERS) WHO HAVE KNOWN YOU AT LEAST ONE YEAR.

NAME	ADDRESS	PHONE	YEARS KNOWN
NAME	ADDRESS	PHONE	YEARS KNOWN
NAME	ADDRESS	PHONE	YEARS KNOWN

Work history

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

MOST RECENT EMPLOYER	PHONE NUMBER
ADDRESS	
START DATE	STARTING POSITION
DATE LEFT	POSITION ON LEAVING
SUPERVISOR'S NAME AND TITLE	
PRIMARY DUTIES/SKILLS UTILIZED	

PREVIOUS EMPLOYER	PHONE NUMBER
ADDRESS	
START DATE	STARTING POSITION
DATE LEFT	POSITION ON LEAVING
SUPERVISOR'S NAME AND TITLE	
PRIMARY DUTIES/SKILLS UTILIZED	

PREVIOUS EMPLOYER	PHONE NUMBER
ADDRESS	
START DATE	STARTING POSITION
DATE LEFT	POSITION ON LEAVING
SUPERVISOR'S NAME AND TITLE	
PRIMARY DUTIES/SKILLS UTILIZED	

In addition to your work history, what other experiences, skill, or qualifications fit you for work with our seminary? Rate all that apply from 1 to 5, 1=little proficiency, 5=high level of proficiency.

	1	2	3	4	5
Book Keeping/Accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer: Microsoft Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer: Microsoft Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer: Microsoft PowerPoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer: Microsoft Publisher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer (specialized) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance (general)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance (specialized) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worship leading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate any department in which you are willing to work:

KENTUCKY CAMPUS

- I am willing to work in any Kentucky campus department
- Academic Affairs
- Advancement
- Admissions
- Alumni Services
- Asbury Inn
- Beeson Center
- for Biblical Preaching
- Communications
- Community Life
- Continuing Education
- Finance and Administration
- Financial Aid

- Human Resources
- Information Commons
- Information Technology
- Maintenance
- President's Office
- Registrar

FLORIDA CAMPUS

- I am willing to work in any Florida campus department
- Custodial Services
- Info Services
- LLLSP
- Switchboard

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Seminary to make an investigation of any facts set forth in this application.

I understand that employment at the Seminary is "at-will," which means that either the Seminary or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Seminary, other than the president, has any authority to alter the foregoing. I also understand that if employed, I must agree, as a condition of employment, to honor the Asbury Seminary Ethos Statement as found in the Personnel Policy Manual (and reprinted on the initial page of this application).

SUBMIT FORM

human.resources@asburyseminary.edu

HUMAN RESOURCES
 ASBURY THEOLOGICAL SEMINARY
 204 N. LEXINGTON AVE.
 WILMORE, KY 40390-1199

This application is valid and will remain on file in the Human Resources office for one year.

APPLICANT'S SIGNATURE _____

DATE _____