



# Employment Application

Today's Date \_\_\_\_\_

Human Resources  
10497 Wilshire Blvd., Los Angeles, CA 90024

Position Applied For: \_\_\_\_\_ Employment Desired: ☐ Full Time ☐ Part Time ☐ Temporary

**Please type, or print clearly**

<b>Name (Last, First Middle)</b>		<b>Cell/Home Phone:</b>	<b>OK to call at work?</b>	<b>Yes</b>	<b>No</b>
			<b>Work Phone:</b>		
<b>Full Street Address (Include apartment number, if any)</b>			<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>					
<b>If you are under 18 years of age, do you have a work permit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					

**Employment History – List present or most recent employment first. Complete even if accompanied by a resume.**

<b>Employer 1</b>	<b>Job Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Street Address</b>			<b>Hours per week</b>
<b>City, State, Zip</b>	<b>Last Manager's Name</b>	<b>Email</b>	
<b>Describe Your Responsibilities:</b>			
<b>Reason for Leaving:</b>			
		<b>May we contact this employer?</b>	<b>Yes</b> <b>No</b>

<b>Employer 2</b>	<b>Job Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Street Address</b>			<b>Hours per week</b>
<b>City, State, Zip</b>	<b>Last Manager's Name</b>	<b>Email</b>	
<b>Describe Your Responsibilities</b>		<b>Reason for Leaving</b>	

<b>Employer 3</b>	<b>Job Title</b>	<b>Start Date</b>	<b>End Date</b>
<b>Street Address</b>			<b>Hours per week</b>
<b>City, State, Zip</b>	<b>Last Manager's Name</b>	<b>Email</b>	
<b>Describe Your Responsibilities</b>		<b>Reason for Leaving</b>	

<b>Education and Training</b> – Please enter only the highest level of education you completed							
School Name	City, State	<u>Dates Attended:</u> From                      To		Did You Graduate?	Degree Level (or "Diploma")	% Completed (if less than 100%)	Major Subject

<b>References</b> – List two recent managers and one colleague who have knowledge of your work experience or education.		
Name	Address	Daytime Phone

<b>Reference and Background Check Authorization &amp; Privacy Notice</b>	
Are you legally authorized to work in the U.S.?	Yes      No
Will you need sponsorship now or in the future?	Yes      No
Were you previously employed by CST or WU?	Yes      No
Were you ever asked to leave a position at CST or WU?	Yes      No
Please provide details on previous employment at CST or WU. _____	
<p>Claremont School Theology may conduct reference checks by phone, and background checks through a screening vendor (collectively called the "Background Investigation.") Background checks may include searches for address history, criminal databases, and court records; and in addition, depending on the nature of the position for which you are applying, a motor vehicle driving report, a verification of the highest education level you have completed, and/or ID checks in other non-U.S. countries may be included.</p> <p>The background check searches will only be run after an applicant has received a conditional offer of employment. Moreover, existence of a criminal record is not an automatic bar to employment. An assessment will be made about whether the conviction has a direct and adverse relationship to the job in question. Consideration will be given to the nature of the position being sought, the specific offense, the period of time which has elapsed since the commission of the offense and completion of any sentence, and any extenuating circumstances.</p> <p>I authorize an investigation once I have a conditional offer of employment. I agree to cooperate in the Background Investigation, to execute any consent forms required in connection with the Background Investigation, and to release from all liability and responsibility all persons or entities requesting or supplying such information in connection with the Background Investigation. I understand that employment is conditional based upon the results of the Background Investigation.</p> <p>I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application becomes part of the terms and conditions of employment. For employees assigned to work on certain federal contracts, employment verification must be completed using the E-Verify system.</p>	
<p><b>Privacy Notice</b></p> <p>By submitting this job application, I hereby consent to Claremont School of Theology's collection and processing of any sensitive personal data contained in my application to evaluate my application for employment or for the purposes of evaluating its hiring process.</p>	
Applicant's Signature _____ Date _____	
Persons with disabilities who require accommodations for interviews may direct their requests to the hiring department at the time an interview is scheduled.	

**We follow ORS 659A.030** prohibits discrimination on the basis of • Race, Color & National Origin • Religion • Sex (Gender Identity & Gender Expression) • Sexual Orientation • Age • Marital Status • Expunged Juvenile Record. **ORS 659A.082** prohibits discrimination for service in the uniformed service: Armed Forces of the United States Army National Guard Air National Guard Commissioned corps of the United States Public Health Service Other categories designated by the President of the United States in time of war or national emergency. **ORS 659A.112** prohibits discrimination because of a mental or physical disability.