



The University of Los Angeles  
College of Divinity

**EMPLOYMENT APPLICATION**

The University of Los Angeles College of Divinity is an affirmative action/equal opportunity employer; women, protected group members, and persons with disabilities are strongly encouraged to apply. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis of their race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record.

**INSTRUCTIONS TO APPLICANTS:** Please complete the application in its entirety, including personal information, educational background, employment, salary history, references and certification.

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

TELEPHONE \_\_\_\_\_  
Home Cell E-MAIL ADDRESS

COLLEGE TO WHICH YOU ARE APPLYING \_\_\_\_\_  
Full-time

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_  
Part-time Either

**EDUCATIONAL BACKGROUND**

It is the policy of the Board to recognize only those degrees granted by accredited institutions of learning. If the institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign educational equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates From - To	Institution	Location (City, State)	Degree Awarded (e.g.BA,MBA)	Major/Area of Concentration

Please list any license or professional designation (e/g P.E. C.P.A.)

**EMPLOYMENT HISTORY**  
 (List in reverse chronological order beginning with your  
 current/last position)

Dates From - to	Organization and Location	Position	Annual Salary	Reason for Leaving

**SUPERVISORY  
REFERENCES**

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment.

Name	Title/Occupation	Address/Email	Telephone

*Applications must be emailed or postmarked no later than the posted closing date. All required documents must be submitted to be considered for position.*

Certification and Signature of Applicant

I hereby certify that the information provided on this application and all information provided throughout the pre-employment process is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all my undergraduate and graduate studies submitted when requested by the employer and hereby authorize The University of Los

Angeles College of Divinity and its agents to contact references and former employers relative to my application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirements of the Immigration Reform Control Act (IRCA).

Applicant Signature:

Date:

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