

SUGGESTIONS FOR COMPLETING BIOGRAPHICAL SKETCH FORM

PART I:

This form is for use by the Field Education Office only.

PART II:

1. The Biographical Sketch is an important part of your Field Education file. Upon completion, it becomes a permanent part of your Field Education file in our office.
2. Each year it is your responsibility to update and revise the information on your previous Sketch. Dated information is confusing to interviewing committees.
3. This form is also duplicated and given to committees interviewing students for Field Education positions. It provides the committee with valuable biographical information prior to the interview. Obviously, a neat and well-thought out response to each section in Part II will aid you in that interview process.

For this reason, we require that your responses to information requested on Part II (Items I, II, and III) BE NEATLY TYPED on a separate piece of paper. Put your name on the top left hand side of each sheet and number each page on the bottom.

Students matriculating in the Seminary for the first time should complete the Biographical Sketch and return it to the Field Education Office by July 31 or as soon as possible after this date.

4. This form is designed to assist interview committees in knowing some things about you prior to your interview. Give as much pertinent information as you can. Note only previous work experience which proved significant for your own development.

If you have any questions regarding this form, please contact our office, 502-895-3411, ext. 297, or 1-800-264-1839, ext. 297.

Thank you for completing this form and returning it to us promptly.

(Please note that you should submit your local address and telephone number after matriculation.)

PART II

DATE _____ YEAR IN SEMINARY _____

NAME _____ CONTACT PHONE NUMBER _____

COLLEGE _____ YEARS ____ DEGREE ____ MAJOR _____

GRADUATE SCHOOL _____ YEARS ____ DEGREE ____ MAJOR _____

DENOMINATION _____

PRESBYTERY, CONFERENCE OR
REGIONAL JUDICATORY _____

FOR PRESBYTERIANS:

ARE YOU ____ AN INQUIRER ____ A CANDIDATE FOR MINISTRY ____ OTHER? (PLEASE EXPLAIN IN SEPARATE MEMO)

FOR NON-PRESBYTERIANS:

ARE YOU ____ ORDAINED ____ A CANDIDATE OF MINISTRY ____ OTHER? (PLEASE EXPLAIN IN SEPARATE MEMO)

- I. WORK EXPERIENCE PRIOR TO SEMINARY: Beginning with your most recent employment, give dates, description of responsibilities, and a brief statement as to its significance for you.
 - A. Secular Work (full-time and/or part-time)
 - B. Church and church-related work (volunteer, social, community, etc.)
- II. GIVE A BRIEF PERSONAL STATEMENT ABOUT YOURSELF. Include areas of interest in ministry (immediate and long-range) and some interesting personal notes about yourself, e.g., family, hobbies, etc.
- III. GIVE A BRIEF STATEMENT OF YOUR FAITH AT THIS TIME. Include comments on your understanding of God, the life and work of Christ, the church, and ministry.

(*Please note: This information is to be used by interview committees who will have a limited amount of time to review your statements. Be selective and as brief as possible; limit the sketch to two pages if possible.)