

## Southeastern California Conference of Seventh-day Adventists

## **EMPLOYMENT APPLICATION**

11330 Pierce Street Riverside, CA 92515

Phone: (951) 509-2352 • Fax: (951) 509-2395

Equal Employment Opportunity Employer

Southeastern California Conference is a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is the policy of Southeastern California Conference to recruit and promote for all job classifications on the basis of merit, qualification, competence,

Position applied for:		Location:	Date
PERSONAL DATA: New	HireRehir	eOriginal hire date _	
Name			
Address		Telephone	()
City	State	Zip Other Cont	act Number
Birth date (if under 18)			
Are you a member of the Seventh-	day Adventist Church? Yes	, No Number of years, if me	ember
Location/Name of Church		Pastor	
Have you ever been convicted of a (The existence of a criminal record		, No (If yes, attach a comatic bar to employment.)	detailed explanation.)
Have you ever been terminated, di	smissed or asked to resign?	? Yes, No (If yes, a	attach a detailed explanation.)
EDUCATION: Complete the fol	lowing for each school at	tended. (High school and above)	
School (City & State	)	Curriculum or Major	Degree or Hours Completed
Trada Toda	al	1	
Trade, Technic or Business Sch		Course of Study	Certificate and Year
LICENSES OR CREDENTIALS	:		
☐ Ministerial License ☐ Missi	onary Credential   Othe	r	
OTHER SKILLS:			
If applicable to position — which o	f the following do you have h	knowledge of?	
Adobe Acrobat Professional	☐ Microsoft Access	Typing — wpm	
☐ Adobe Designer	☐ Microsoft Excel	☐ Adding machine	
☐ Adobe Illustrator	☐ Microsoft Powerpo	pint PBX / Switchboard	

EMP	LOYMENT	RECORD: List most recent first.		
DA FROM	TES TO	EMPLOYER ADDRESS AND PHO	NE INDICATE YOUR JOB AND MAJOR DUTIES:	REASON FOR LEAVING
			TITLE:	
			DUTIES:	
				IMMEDIATE SUPERV:
			TITLE:	
			DUTIES:	
				IMMEDIATE SUPERV:
			TITLE:	
			DUTIES:	
				IMMEDIATE SUPERV:
			I	
REFE	ERENCES	: List below three persons other than re	elatives who can provide both character and employm	ent references:
	Name	Position	Complete Address Zip	Code Phone
,	ean you pro	, , , ,	gal authority to work in the U.S. as required by the U.S.	Department of Homela
ERIFIC	ATION OF	APPLICATION INFORMATION		
n this app I am hire vestigate ay result am a mer ay be asl mploying understar conform	olication. I under, dismissal my suitability from requestion ber in good ked to take a organization at that if empto to the policies.	derstand that false, misleading, incomplete or omit from employment. I authorize the employing orgar / for employment. I agree to furnish additional inforn ing or furnishing information about me to the employ and regular standing of the Seventh-day Adventist job-related medical examination with a physician se and considered in evaluating my application. If I reployed I must complete an I-9 form and provide sations.	d any resume or exhibit is true, correct and complete. I have not with the dinformation on this application or my resume will result in discrization and its agents to confirm information supplied on this appmation if requested. I release all parties and persons from any clairing organization, as well as from using such information in consider church, and abide by its teachings. I understand that if I receive a elected by the employing organization. The results of this examinatifuse to take such a medical examination, I understand that I will be isfactory proof of my identity and legal authority to work in the Unit understand that no one other than the conference administrator or my agreement contrary to the foregoing.	qualification for employment lication and my resume and ms, liabilities and damages t ing my employment applicati conditional employment offe on will be communicated to be disqualified from employment and States. If employed, I ag
ignaturo	of Applicant		Date	