



North American Division of Seventh-day Adventists

12501 Old Columbia Pike, Silver Spring, MD 20904-6600 • Tel. Nos.: (301) 680-6414 / (301) 680-6415 • Fax: (301) 680-6464

BUSINESS INTERNSHIP APPLICATION

Please **COMPLETE** this form (double-sided), secure the recommendation required from the college/university, and send this form to the sponsoring union or conference office treasurer.

General Information

Full Name				Spouse Name			
Address							
Telephone Number				Cell Number			
Email Address				Date of Birth			
Citizenship				Nationality			
Marital Status	☐ Married	Date of Marriage		☐ Single	☐ Engaged	Date for Marriage	
Children's Names & Dates of Birth							

Educational Experience

Academy/High School – Name and Date Graduated			
College/University – Name(s)	Years Attended	Date Graduated	Program/Degree(s)

Work Experience

Positions Held	Place	Dates			
Denominational License/Credential	☐ Ministerial	☐ Credentialed	☐ Commissioned	☐ Missionary	☐ None
Relevant Church/Volunteer Services (i.e. local church office, volunteer)					

Religious Experience

Life-long Seventh-day Adventist	☐ Yes	☐ No	Year Baptized	
Prior Religious Affiliation				

Applicant's Signature and Photograph

Applicant's Signature _____ Date ____/____/____ Mo Day Yr <i>Please note that signature includes authorization for the release of your college/university grades and/or transcripts.</i>	Kindly accompany application with a clear, small picture of yourself.
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College/University Faculty Recommendation

The faculty of _____ COLLEGE/UNIVERSITY recommend _____
to be sponsored as a Business Intern for the Seventh-day Adventist Church in NAD.

Signature of College/University Officer

Date (month/day/year)

☞ Please complete and forward original application to the local union conference treasurer.

Sponsoring Conference Approval

In harmony with the action of the _____ CONFERENCE Committee and in harmony
with the Business Internship Plan as outlined in the North American Division Policy C 60, I make application in behalf of
_____ to begin a Business Internship on _____

(Name of Applicant)

Date (month/day/year)

Date of Conference Committee Approval: _____ (month/day/year)

Signature of Conference Treasurer

Date (month/day/year)

☞ Please complete and forward original application to the union treasurer.

Union Conference Approval

Approved by action of the _____ UNION Conference Committee, on _____
(month/day/year)

Beginning date approved by Union: _____ (month/day/year)

Signature of Union Treasurer

Date (month/day/year)

☞ Please complete and forward original application to the office of the North American Division Treasurer

Proposed Intern Schedule

In harmony with NAD Working Policy C 60 35 Training Emphasized: "... the training feature of the assignments shall be emphasized, to provide to provide as wide and varied experience as possible in the business activities of various types of denominational organizations and institutions." A proposed description and schedule for the intern's exposure follows:

Assignment/Exposure (i.e. Conference, Academy, Union Treasury/HR/ITS/ABC)	Date(s)

NADCOA Approval

Approved by the North American Division Committee on _____

Date (mo/day/year)

Signature of NAD Associate Treasurer