

FOR NADHRS ONLY:

NAME _____

DATE: _____

North American Division
of the Seventh-Day Adventist® Church

APPLICATION FOR EMPLOYMENT



Seventh-day Adventist® Church
NORTH AMERICAN DIVISION

HUMAN RESOURCE
SERVICES

North American Division of the Seventh-Day Adventist® Church

Application for Employment

As a condition of initial and ongoing employment, employees of the North American Division of Seventh-day Adventists are:

- baptized, tithe-returning, offering contributing members in regular standing with the Seventh-day Adventist Church
- members committed to Christ service
- ministers faithful to ordination vows
- adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
 - chemical and substance abuse, including the possession or use of alcoholic beverages or tobacco in any form, and the possession or illegal use of drugs
 - use of profanity
 - immoral conduct including but not limited to engaging in pornographic activities, adultery, fornication, and sexual perversions including incest, child sexual abuse, and homosexual practices
 - remarriage without biblical grounds, as defined in the Church Manual
- individuals who possess the highest professional and ethical standards in:
 - integrity
 - confidentiality
 - work performance
 - loyalty and cooperation
- individuals suitably dressed for a Christian work environment with use of jewelry limited to a simple wedding band
- individuals who avoid conflicting interests and enterprises
- individuals who resolve conflicts, disputes, complaints and grievances within prescribed procedures
- individuals who comply with policies, practices, guidelines of the North American Division as set forth in the Employee Handbook, Working Policy, and other organizational documents

I acknowledge that I have read and am in compliance with the above conditions of employment.

Applicant's Signature: _____ **Date:** _____

The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

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NOTE: All information on this application must be completed in its entirety. Information submitted on a resume may not be used in place of completing or answering questions on this application. Incomplete applications (those missing information) may not be accepted for the purpose of applying for vacant positions.

PERSONAL INFORMATION

Name (Last, First, Middle Initial) _____

Have you ever used another name for work, school or other purposes? If so, identify name(s) and dates used and circumstances.

Address (Number, Street, City, State, ZIP Code, Country) _____

Email Address _____

Primary Telephone Number (cell, home, work) _____

Alternate Telephone Number (cell, home, work) _____

NOTE: Positions applied for must be indicated on this application.

Position(s) applied for (1) _____ Department _____

(2) _____ Department _____

Are you seeking/available for: Full Time
 High Hours Part Time (30 per week)
 Low Hours Part Time (less than 30 per week)
 Temporary

Date available for work _____

Are you legally authorized to work in the United States? Yes No
Will you now or in the future require sponsorship for employment visa status? Yes No
(Appropriate work authorization will be required upon offer and acceptance of employment.)

Are you at least 18 years of age? Yes No

Have you previously applied with or been employed by a Seventh-day Adventist Employer? Yes No

If yes, provide position, dates, supervisors: _____

Reason for leaving prior Seventh-day Adventist employment, including NAD: Resigned with notice Terminated Position eliminated
Quit with notice Counseled to resign Other (specify) _____

Do you have any relatives employed by NAD? Yes No If yes, names and location? _____

Do you intend to engage in other work while employed by NAD? Yes No
If yes, please provide employer, position and days/hours of the week employed: _____

Please state all languages (including English) that you speak, read, and write proficiently:

	Speak	Read	Write	Comments:
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Membership/Stewardship

Are you baptized, tithing, returning, offering contributing member of the Seventh-day Adventist Church who meets all conditions of employment? Yes No

Church Membership (Name & address of the church where you are a member)

Pastor's Name & Telephone Number

Pastor's Email Address

For positions that require ordination/commissioning:

Date of ordination/commissioning: _____

Conference where you were ordained/commissioned: _____

EDUCATION

	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?	IF NO, NUMBER OF YEARS COMPLETED	LIST DEGREE AND MAJOR
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No		
TRADE OR BUSINESS SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No		
GRADUATE WORK			<input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please use additional sheets if needed.

EMPLOYMENT RECORD

Please complete information of all employment (full- and part-time, volunteer services and unemployment) during the past 10 years or your 5 most recent employers, whichever is greater. Begin with your current or most recent employment. Explain all gaps in your employment history. Use additional sheets if necessary.

Employer 1		Job Title	Employment Status	<input type="checkbox"/> On Call	<input type="checkbox"/> Vol
Address		Duties			
Supervisor's Name					
Telephone Number	Email Address	Skills/Licenses/Certifications			
Dates Employed From	To	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)			

Employer 2		Job Title	Employment Status	<input type="checkbox"/> On Call	<input type="checkbox"/> Vol
Address		Duties			
Supervisor's Name					
Telephone Number	Email Address	Skills/Licenses/Certifications			
Dates Employed From	To	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)			
Employer 3		Job Title	Employment Status	<input type="checkbox"/> On Call	<input type="checkbox"/> Vol
Address		Duties			
Supervisor's Name					
Telephone Number	Email Address	Skills/Licenses/Certifications			
Dates Employed From	To	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)			
Employer 4		Job Title	Employment Status	<input type="checkbox"/> On Call	<input type="checkbox"/> Vol
Address		Duties			
Supervisor's Name					
Telephone Number	Email Address	Skills/Licenses/Certifications			
Dates Employed From	To	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)			
Employer 5		Job Title	Employment Status	<input type="checkbox"/> On Call	<input type="checkbox"/> Vol
Address		Duties			
Supervisor's Name/Title					
Telephone Number	Email Address	Skills/Licenses/Certifications			
Dates Employed From	To	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)			

Have you ever been terminated from employment or asked/counseled to resign by **any** employer, whether or not listed above? Yes No If yes, please explain: _____

SPECIALIZED SKILLS

List all specialized skills and equipment or computer programs which you operate proficiently:

Skills

Equipment/Computer/Programs

PROFESSIONAL REFERENCES

Please provide three professional/work references (no family or friends):

NAME	TELEPHONE NUMBER	EMAIL ADDRESS	RELATIONSHIP TO YOU
1.			
2.			
3.			

Additional references may be requested.

ADDITIONAL INFORMATION

Provide any additional information you believe will assist NAD in considering your application, including membership in professional or civic organizations, specialized training, apprenticeships or other qualifications.

APPLICATION AND HIRING PROCESS

The application will be considered only for the vacant position(s) listed by the applicant. Applicants desiring to be considered for other positions, or who are rejected by NAD, must submit a new application. NAD may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by NAD Human Resources.

APPLICANT VERIFICATION

By signing below, I certify that this Employment Application was completed by me and that all entries and information on this application and any exhibits, resumes, and other materials provided to NAD are true, correct and complete. I understand that all information I have provided is subject to verification. I further understand that false, misleading, incomplete or omitted information on this application, any exhibits, resumes and other materials, in interviews or otherwise in the application process will result in rejection of my application or termination, if hired, regardless of the date of discovery. **By signing this application, I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide NAD and its agents with complete information they may have concerning my character, employment record and suitability for employment with NAD, including information contained in any personnel file.** I understand that information provided by them may be used by NAD in consideration of my application. If NAD conducts a consumer report/background check about me under the Fair Credit Reporting Act, I will receive a separate notice and authorization for that report.

I acknowledge that this application is not an offer of employment or a contract with NAD. I understand that employment with NAD is "at will" and based on mutual consent. Either NAD or I can cease any employment relationship at any time with or without prior notice or requirement of cause. I understand that no employee of NAD, other than NAD Human Resource Services, is authorized to enter into any contract or create any employment relationship other than "at will." I acknowledge that neither any verbal nor written communication made to me during the application and/or interview process or during employment, nor any provision of the employee handbook constitutes any implied employment agreement.

I understand that if I am hired by NAD, I will be required to complete a Federal I-9 Form and provide documentation verifying my right to live and work in the United States.

Any conditional employment offer by NAD is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment references and licenses/certification/credential (where applicable) and a criminal background check.

If hired by NAD, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment.

I understand that under Maryland Law an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector, or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

Applicant's Name _____

Applicant's Signature _____

Date _____

The terms Seventh-day Adventist, Adventist, and the Seventh-day Adventist logo are registered trademarks of the Seventh-day Adventist Church and may not be used without prior written authorization.