

As a condition of initial and ongoing employment, employees of the South Central Conference are:

- baptized, tithe-returning, offering contributing members in regular standing with the Seventh-day Adventist Church members committed to Christ's service
- adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
 - o 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
 - o use of profanity
 - o immoral conduct including but not limited to engaging in pornographic activities, adultery, fornication, incest, child sexual abuse, homosexual practices, etc.
 - o remarriage without biblical grounds, as defined in the Church Manual
- individuals who possess the highest professional and ethical standards in:
 - o integrity
 - o confidentiality
 - o work performance
 - o loyalty and cooperation
- individuals suitably dressed for a Christian work environment with use of jewelry limited to a wedding band/ring
- 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 willing to comply with the above conditions of employment.

Applicant's Signature: _____ Date: _____ mm/dd/yy

The South Central Conference is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender, 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.

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.

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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 South Central Conference? ☐ No ☐ Yes If yes, names and location?

Do you intend to engage in other work while employed by South Central Conference? ☐ No ☐ Yes

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	☐	☐	☐	_____
_____	☐	☐	☐	_____
_____	☐	☐	☐	_____

Membership/Stewardship

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

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

EDUCATION

	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE ?	IF NO, NUMBER OF YEARS COMPLETED	LIST DEGREE AND MAJOR
HIGH SCHOOL			☐ Yes ☐ No		
TRADE OR BUSINESS SCHOOL			☐ Yes ☐ No		
COLLEGE			☐ Yes ☐ No		
GRADUATE WORK			☐ Yes ☐ No		
OTHER			☐ Yes ☐ 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 ☐ On Call ☐ Vol ☐ F/T ☐ P/T
Address		Duties	
Supervisor's Name			
Telephone Number	Email Address	Skills/Licenses/Certifications	
Dates Employed From _____ To _____		Reason for Leaving (check one): ☐ Resigned with notice ☐ Terminated ☐ Position eliminated ☐ Quit without notice ☐ Counseled to resign ☐ Other (specify) _____	
Employer 2		Job Title	Employment Status ☐ On Call ☐ Vol ☐ F/T ☐ P/T
Address		Duties	
Supervisor's Name			
Telephone Number	Email Address	Skills/Licenses/Certifications	
Dates Employed From _____ To _____		Reason for Leaving (check one): ☐ Resigned with notice ☐ Terminated ☐ Position eliminated ☐ Quit without notice ☐ Counseled to resign ☐ Other (specify) _____	

Employer 3		Job Title	Employment Status ☐ On Call ☐ Vol ☐ F/T ☐ P/T
Address		Duties	
Supervisor's Name			
Telephone Number	Email Address	Skills/Licenses/Certifications	
Dates Employed From _____ To _____		Reason for Leaving (check one): ☐ Resigned with notice ☐ Terminated ☐ Position eliminated ☐ Quit without notice ☐ Counseled to resign ☐ Other (specify) _____	
Employer 4		Job Title	Employment Status ☐ On Call ☐ Vol ☐ F/T ☐ P/T
Address		Duties	
Supervisor's Name			
Telephone Number	Email Address	Skills/Licenses/Certifications	
Dates Employed From _____ To _____		Reason for Leaving (check one): ☐ Resigned with notice ☐ Terminated ☐ Position eliminated ☐ Quit without notice ☐ Counseled to resign ☐ Other (specify) _____	
Employer 5		Job Title	Employment Status ☐ On Call ☐ Vol ☐ F/T ☐ P/T
Address		Duties	
Supervisor's Name			

Telephone Number	Email Address	Skills/Licenses/Certifications
Dates Employed From	To	Reason for Leaving (check one): ☐ Resigned with notice ☐ Terminated ☐ Position eliminated ☐ Quit without notice ☐ Counseled to resign ☐ Other (specify)

Have you ever been terminated from employment or asked/counseled to resign by *any* employer, whether or not listed above? ☐ No ☐ Yes 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 the South Central Conference 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 the South Central Conference, must submit a new application. The South Central Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the South Central Conference Human Resources Department.

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 the South Central Conference 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 may 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 the South Central Conference and its agents with complete information they may have concerning my character, employment record and suitability for employment with the South Central Conference, including information contained in any personnel file. I understand that information provided by them may be used by the South Central Conference in consideration of my application. If the South Central Conference 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 the South Central Conference. I understand that employment with the South Central Conference is "at will" and based on mutual consent. Either the South Central Conference 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 the South Central Conference, other than the South Central Conference Human Resource Department, 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 the South Central Conference, 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 the South Central Conference 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 the South Central Conference, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment.

Applicant's Name _____

Applicant's Signature _____

Date _____ MM/DD/YYYY

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