



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, attitude and spiritual commitment. No aspect of employment shall be influenced by race, color, national origin, sex, age or handicap.

TYPE or PRINT — Complete all sections, even if a resume is submitted.

Position applied for: _____ Location: _____ Date _____

PERSONAL DATA: New Hire _____ Rehire _____ Original hire date _____

Name _____

Address _____ Telephone (_____) _____

City _____ State _____ Zip _____ Email Address _____

Birth date (if under 18) _____

Are you a member of the Seventh-day Adventist Church? Yes _____, No _____. Number of years, if member _____

Location/Name of Church _____ Pastor _____

If hired, can you provide satisfactory proof of identity and legal authority to work in the U.S. as required by the U.S. Department of Homeland Security. (I-9 Form)? Yes _____ No _____

EDUCATION: Complete the following for each school attended. (High school and above)

| School (City & State) | Curriculum or Major | Degree or Hours Completed |
|--------------------------|---------------------|------------------------------|
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| Trade, Technical or Business School | Course of Study | Certificate and Year |
|--|-----------------|-------------------------|
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LICENSES OR CREDENTIALS:

Ministerial License Missionary Credential Other _____

OTHER SKILLS:

If applicable to position — which of the following do you have knowledge of?

- Adobe Suite
- Microsoft Office Suite
- Typing — wpm _____
- Other _____

Do you speak, read or write any languages other than English? _____

APPLICATION MUST BE SIGNED, DATED AND COMPLETED ON BOTH SIDES

| EMPLOYMENT RECORD: List most recent first. | | | | |
|---|--|-----------------------------------|-------------------------------------|--------------------|
| DATES FROM TO | | EMPLOYER NAME, ADDRESS, AND PHONE | INDICATE YOUR JOB AND MAJOR DUTIES: | REASON FOR LEAVING |
| | | | TITLE: | |
| | | | DUTIES: | |
| | | | | |
| | | | | IMMEDIATE SUPERV: |
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ADDITIONAL INFORMATION: List any other experience or skill that you believe contributes to your qualifications for this position:

REFERENCES: List below three persons other than relatives who can provide both character and employment references:

| Name | Title | Email Address | Phone Number |
|------|-------|---------------|--------------|
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VERIFICATION OF APPLICATION INFORMATION

I hereby certify that all of the information on this employment application and any resume or exhibit is true, correct and complete. I have not withheld any information requested on this application. I understand that false, misleading, incomplete or omitted information on this application or my resume will result in disqualification for employment or, if I am hired, dismissal from employment. I hereby authorize the Southeastern California Conference of Seventh-day Adventists ("SECC") to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the SECC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I agree to furnish additional information if requested. I release all parties and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to the employing organization, as well as from using such information in considering my employment application. I am a member in good and regular standing of the Seventh-day Adventist church, and abide by its teachings. I understand that if I receive a conditional employment offer, I may be asked to take a job-related medical examination with a physician selected by the employing organization. The results of this examination will be communicated to the employing organization and considered in evaluating my application. If I refuse to take such a medical examination, I understand that I will be disqualified from employment. I understand that if employed I must complete an I-9 form and provide satisfactory proof of my identity and legal authority to work in the United States. If employed, I agree to conform to the policies and standards of the employing organization. I understand that no one other than the conference administrator or designee is authorized to enter into any employment agreement for any specific time period, or to make any agreement contrary to the foregoing.

Print Name

Signature of Applicant

Date