

# Carolina Conference of Seventh-day Adventists

## APPLICATION FOR EMPLOYMENT

(Please type or print)

The Carolina Conference of Seventh-day Adventists is an equal opportunity employer which does not discriminate in its employment policies and practices on the basis of race, national origin, gender, color, age, marital status, handicap, or any other basis prohibited by law. However, the Carolina Conference, a non-profit corporation located in Charlotte, North Carolina, is the headquarters of the Seventh-day Adventist churches in North and South Carolina. 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 good and regular standing.

The Carolina Conference will maintain this application in an active status for 60 days. If you want to be considered for employment after 60 days from the date of this application you must complete and submit a new application.

### PERSONAL

Type of Employment Desired: Full-time \_\_\_ Part-time \_\_\_ Temporary \_\_\_

Type of Position Desired: \_\_\_\_\_  
First Choice Second Choice

Last Name (Print) First Middle Initial Social Security Number

Address: \_\_\_\_\_ Telephone (Home): \_\_\_\_\_  
\_\_\_\_\_ Telephone (Other): \_\_\_\_\_  
\_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_

If not, have you received employment authorization from the United States Immigration and Naturalization Service to work in the United States? Yes \_\_\_ No \_\_\_

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_

Have you ever been employed by a Seventh-day Adventist Institution? Yes \_\_\_ No \_\_\_

If yes, state where, dates, and position: \_\_\_\_\_

Have you ever been employed by the Carolina Conference before? Yes \_\_\_ No \_\_\_

If yes, state date, location, and position: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? Yes \_\_\_ No \_\_\_

If yes, explain (Conviction will not necessarily disqualify applicant):  
\_\_\_\_\_

Do you have any impairments or limitations that would interfere with or restrict your ability to perform the duties of the position(s) applied for?    Yes \_\_\_\_    No \_\_\_\_

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

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

	Speaking	Reading	Writing	Comments
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

The Carolina Conference requires its employees to be baptized members in regular standing of the SDA church. Please indicate below:

Church Membership \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Pastor's Name \_\_\_\_\_

## EDUCATION

Names and Addresses of Schools	Circle Last Grade Completed	Did You Graduate?
Last Elementary School Attended	1 2 3 4 5 6 7 8	Yes ____ No ____
Last High School Attended	9 10 11 12	Yes ____ No ____
Jr College, College                      Major	13 14 15 16	Yes ____ No ____
University:		
Graduate Degree    _____	Degree Earned: _____	
Post Graduate Degree    _____	Year Completed: _____	
Technical, Business, or Vocational School	Yes ____ No ____	
<b>Other Training</b>		
Courses or training you are currently taking _____		
Do you plan to take additional courses?    Yes ____ No ____    What? _____ Where? _____		
Computer Training	Yes ____ No ____	Typing Speed _____
Foreign Languages Spoken and Written _____		

Do you possess a professional or trade license or certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Type \_\_\_\_\_ Issued By \_\_\_\_\_

Date of expiration \_\_\_\_\_

What business machines, word processors, computers or other office equipment can you use, or what kind of vocational equipment can you operate? \_\_\_\_\_

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Please specify any other names that you worked under.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone(s) \_\_\_\_\_

Position or Title: \_\_\_\_\_ Length of Stay (mo/yr): \_\_\_\_\_ Salary: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone(s) \_\_\_\_\_

Position or Title: \_\_\_\_\_ Length of Stay (mo/yr): \_\_\_\_\_ Salary: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone(s) \_\_\_\_\_

Position or Title: \_\_\_\_\_ Length of Stay (mo/yr): \_\_\_\_\_ Salary: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## REFERENCE CHECK

Provide three references that are not related to you.

Name	Address	Telephone
1.		
2.		
3.		

Please provide any additional information that would assist us in making our decision about your application.

## Criminal History Information

There is no time limit to the questions regarding criminal history. Unless a time limit is stated in a question, provide information on **ALL** convictions, pleas and alternative sentencing or disposition programs that have occurred during your lifetime. Records of offences by minors (under age 18) are not automatically sealed and should be disclosed, except where non-disclosure is required under state law.

You should disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how a criminal offense was classified (except where prohibited by state law). Give the approximate date, your understanding of the criminal offense, and note that you are unsure of any more specific information.

Have you ever pled guilty to any criminal offense (misdemeanor **or** felony)?    Yes \_\_\_\_    No \_\_\_\_

Have you ever pled nolo contendere (no contest) to any criminal offense (misdemeanor **or** felony)?    Yes \_\_\_\_    No \_\_\_\_

Have you ever been convicted of any criminal offense (misdemeanor **or** felony)?    Yes \_\_\_\_    No \_\_\_\_

If you answered yes to any of these questions, provide complete information on all criminal offences(s), date(s), location(s) (city/county and state) and disposition:

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Have you ever participated in any form of alternative sentencing or disposition program (for example, probation, pretrial diversion, or deferred adjudication) for any criminal offense?    Yes \_\_\_\_    No \_\_\_\_

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/state), dates, criminal offense and outcome. Conviction of a crime will not be considered an automatic bar to employment with the Conference except where state law prohibits employment.

## **Applicant's Verification-Read carefully before signing**

I certify the information on this application and any resumes or other attachments is true, correct, and complete. I understand that false, misleading, incomplete or omitted information on this application or in resumes, attachments or interviews will make me ineligible for employment, whenever discovered.

I understand that this employment application is not an offer of employment or a contract between the Carolina Conference and me. I understand and acknowledge that employment with the Conference is based on mutual consent, and that if hired, I will be an at-will employee. Either the Conference or I may cease the employment relationship at any time without prior notice or requirement of cause. I understand that no unauthorized representative may enter into any agreement for other than at-will employment.

I understand that, if employed, I will be required to complete a federal I-9 Form and provide documents verifying my identity and right to work in the United States.

I authorize the Carolina Conference to confirm the information supplied on this application and any curriculum vitae or resume and to investigate suitability for employment. I agree to furnish additional information if requested by the Carolina Conference. I release all parties and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to the Carolina Conference and from the Carolina Conference using such report under the federal Fair Credit Reporting Act. If the Conference conducts a consumer report about me under the federal Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_