



P. O. Box 4000
 Burleson, TX 76097
 Office: 817.295.0476
 Fax: 817.447.2443

EMPLOYMENT APPLICATION

The Southwestern Union Conference of Seventh-day Adventists® 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 Union 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.

Please complete all questions on this application form. You may attach a resume, but all questions on this application must be answered for you to be considered by the Southwestern Union Conference.

PERSONAL INFORMATION

Name (Last, First, Middle Initial) _____

_____ OFFICE USE ONLY(DOB) _____ OFFICE USE ONLY(SS)

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

Current Address (Number, Street, City, State, Zip Code)

Telephone Number _____

Email Address _____

Position applied for: _____ Salary desired: _____
 (Be specific)

Employment desired: Full-Time _____ Part-time _____ Temporary _____ Date Available: _____

Are you authorized to work in the United States? Yes No

Can you provide the requisite documentation to verify this right? Yes No
(Appropriate work authorization will be required upon offer and acceptance of employment)

Are you 18 years of age or older? Yes No

Have you ever previously applied with or been employed by Southwestern Union Conference? Yes No

If employed: Month and Year _____

Reason for leaving (check one):

- Resigned with notice Terminated Position Eliminated
 Quit without notice Counseled to resign Other (specify) _____

Are you a member of the Seventh-day Adventist Church? Yes No

If yes, how long? _____

Church Membership _____

Church Address _____

Pastor's Name _____

Pastor's Telephone Number _____

EDUCATION *(Please print)*

	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE / DIPLOMA	MAJOR(S) / MINOR(S)
HIGH SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No		
BUSINESS/ TECHNICAL		<input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE/ UNIVERSITY		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GRADUATE		<input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT RECORD *(List all employment, for the past 10 years or 5 employees. Whichever is greater.)*

Current or most recent Employer		Job Title	Employment Status _____ F/T _____ P/T
Address		Duties	
Telephone Number	Supervisor's Name	Skills/Licenses	
Dates Employed _____ 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) _____		

Prior Employer		Job Title	Employment Status _____ F/T _____ P/T
Address		Duties	
Telephone Number	Supervisor's Name	Skills/Licenses	
Dates Employed _____ 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) _____		

Prior Employer		Job Title	Employment Status _____ F/T _____ P/T
Address		Duties	
Telephone Number	Supervisor's Name	Skills/Licenses	
Dates Employed _____ 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) _____		

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Prior Employer		Job Title	Employment Status _____ F/T _____ P/T
Address		Duties	
Telephone Number	Supervisor's Name	Skills/Licenses	
Dates Employed _____ 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 provide employer, location, dates and describe circumstances _____

ADDITIONAL SKILLS

List any additional qualifications: _____

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"/>	_____

Equipment skills:

Computer Software _____

Other business training/experience: _____

CERTIFICATIONS/LICENSES

List all certifications or licenses held: _____

Has any certification or license ever been denied, curtailed, suspended, revoked or subject to an investigation? Yes No
If so, provide details on action taken, dates and circumstances: _____

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EMPLOYMENT REFERENCES

Please provide three work references (no family or friends).

Name	Telephone Number	Email Address	Relationship to You

ADDITIONAL INFORMATION:

Provide any additional information you believe will assist in considering your application : _____

CRIMINAL HISTORY INFORMATION

For employment purposes, the Southwestern Union Conference may obtain consumer reports on applicants or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, etc. You have a right to request a written summary of the consumer reports.

You are not obligated to disclose sealed or expunged records of convictions or arrests in response to the questions on this application.

During the past **SEVEN YEARS** have you pled guilty to a felony offense? Yes No

During the past **SEVEN YEARS** have you pled nolo contendere (no contest) to a felony offense? Yes No

During the past **SEVEN YEARS** have you been convicted of a felony offense? Yes No

During the past **SEVEN YEARS** have you been subjected to deferred adjudication on a felony charge? Yes No

If you answered "Yes" to any of these questions, explain in concise detail, giving dates and nature of offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.

(use additional sheets if necessary)

Conviction of a crime will not be considered an automatic bar to employment except where state laws prohibit employment in the position desired due to the criminal conviction.

MOTOR VEHICLE RECORD

Please complete this section only if you are applying for a position which includes driving a Conference or personal vehicle for work purposes.

OFFICE USE ONLY (DL)

OFFICE USE ONLY (ST)

OFFICE USE ONLY (EXP)

Has your driver's license ever been denied, suspended or revoked? Yes No

If yes, provide complete information on action(s), date(s), location(s) and current status: _____

List all violations (other than parking tickets) for which you have been convicted, pled guilty or no contest, or served any alternative sentencing or disposition program within the past **SEVEN** years:

Do you have automobile liability insurance? Yes No If yes, expiration date: _____

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CERTIFICATION AND ACKNOWLEDGMENT

I hereby certify that this application was completed by me and that all entries on it and all exhibits and resumes submitted are true and complete to the best of my knowledge, and that any information I have provided is subject to verification. I authorize the Southwestern Union Conference to review and use information about me that is available on the Internet. I understand that incomplete, false or misleading information given in this application, or submitted exhibits or resumes will result in rejection of my application or dismissal, regardless of the date of discovery. I authorize all persons and organizations, including but not limited to my former and present employers and references, to provide the Southwestern Union Conference and its agents with complete information concerning my character, employment record and suitability for employment. If the Southwestern Union Conference desires to conduct a consumer report or background check about me under the Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization for that report.

I expressly acknowledge and understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Southwestern Union Conference to hire me. If I am hired, I understand that employment is "at will" and based on mutual consent. Either Southwestern Union Conference or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Southwestern Union Conference has the authority to make any assurance to the contrary.

I understand that if I am hired by the Union, 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 Southwestern Union Conference is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment and personal references and certification/credential (where appropriate) and a criminal background check.

If employed by the Southwestern Union Conference, I will comply with all NAD policies, rules, codes and procedures that may apply to my position and employment.

Applicant's Signature

Date