



EDUCATIONAL EMPLOYMENT APPLICATION CENTRAL STATES CONFERENCE OF SEVENTH-DAY ADVENTISTS

The Central States Conference of Seventh-day Adventists ("Conference") is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, creed, sex, age, national origin, disability, ancestry, or other protected categories under state laws, regulations or local ordinances. The Conference prohibits any form of workplace harassment or misconduct. The Conference hires Seventh-day Adventist church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

Please complete all questions on this application form. You may supplement the completed application with a resume, if you desire, but all questions on this application must be answered.

General	Last Name (Please Print) _____	First _____	Middle Initial _____		
	Address _____				
	Have you ever used any other name(s) for work, school, or other reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s) and dates/locations used and circumstances. _____ _____				
	Social Security Number _____ - _____ - _____				
	Telephone (Home): (_____) _____		Telephone (Other): (_____) _____		
	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Teaching Preference	Please state all languages (including English) that you speak, read and write proficiently:				
		Speaking	Reading	Writing	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"/>	_____
	Are you a member of the Seventh-day Adventist Church? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long? _____				
Local SDA church of which you are a member _____					
Indicate the grades or subjects preferred:					
	Grades 1-3	Grades 4-6	Grades 7-8	Secondary Subjects	
First Choice:	_____	_____	_____	_____	
Second Choice:	_____	_____	_____	_____	
Third Choice:	_____	_____	_____	_____	
If you are applying for secondary school work and there is no vacancy, will you accept work in an elementary school? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, what grades would you prefer? _____					

Prior Employment	<p>Have you previously applied with or been employed by the Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list position(s) _____</p> <p>Dates of Employment: _____</p> <p>Reason for Leaving: <input type="checkbox"/> resigned with notice, <input type="checkbox"/> quit without notice, <input type="checkbox"/> counseled to resign, <input type="checkbox"/> terminated, <input type="checkbox"/> position eliminated, <input type="checkbox"/> other (specify): _____</p>																													
	<p>List the academics and/or high schools, colleges, and universities you have attended.</p> <table border="1"> <thead> <tr> <th style="width: 25%;">Institution Attended</th> <th style="width: 15%;">Major Field</th> <th style="width: 15%;">Hours in Major Field</th> <th style="width: 15%;">Minor Field</th> <th style="width: 15%;">Hours in Minor Field</th> <th style="width: 15%;">Degree</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p>List Major Emphasis In Graduate Study:</p> <p>Area of Study _____ (Hrs.)</p> <p>Area of Study _____ (Hrs.)</p> <p>Area of Study _____ (Hrs.)</p>	Institution Attended	Major Field	Hours in Major Field	Minor Field	Hours in Minor Field	Degree	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Certification	<p>Do you have a denominational teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, provide type and date issued: _____</p> <p>If none, state anticipated date and the certificate for which you are a candidate: _____</p> <p>Where may we obtain a complete transcript of your school credits? _____</p>																													
	<p>Has any denominational or state teaching certificate ever been limited, curtailed, suspended, or revoked?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach sheet with details on action(s) taken, date(s) and circumstances)</p>																													
Skills & Training	<p>Describe any preparation for physical education or playground activities? _____</p>																													
	<p>Describe any preparation for arts and crafts and/or elementary school music? _____</p> <p>Do you sing? <input type="checkbox"/> Yes <input type="checkbox"/> No What instruments do you play? _____</p>																													

Teaching Experience

Provide complete information on all teaching positions (full time, part-time and temporary) for the preceding **10 years or your 5 most recent employers**, whichever is greater. Explain all periods of unemployment. Use additional sheets if necessary to provide complete information.

Name & Address of School	From		To		Salary	Name of Principal or Teaching Supervisor	Telephone Number
	Mo	Yr	Mo	Yr			
Job Title	Describe grade/subject/number of pupils taught:						
Reason for Leaving <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Resigned w/notice <input type="checkbox"/> Terminated <input type="checkbox"/> Quit w/o notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute If part-time, how many hours weekly? ____						

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(USE ADDITIONAL SHEETS IF NECESSARY)

Have you ever been non-renewed, terminated or counseled to resign by any educational employer, whether or not listed above?

Yes No

If yes, please provide employer, dates and circumstances: _____

Please note any special training or experience which you believe will contribute to your success as a teacher:

If you are not currently teaching, explain why you ceased doing so: _____

Criminal History Information	<p>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 offenses by minors (under age 18) are not automatically sealed and should be disclosed, except where non-disclosure is required under state law.</p>
	<p>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.</p>
	<p>Have you EVER pled guilty to any criminal offense (misdemeanor or felony)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Have you EVER pled <i>nolo contendere</i> (no contest) to any criminal offense (misdemeanor or felony)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Have you EVER been convicted of any criminal offense (misdemeanor or felony)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If you answered yes to any of these questions, provide complete information on all criminal offense(s), date(s), locations(s) (city/county and state) and disposition: _____</p> <p style="text-align: center;"><i>(use additional sheets if necessary)</i></p>
	<p>Have you EVER served or participated in any form of alternative sentencing or disposition program (for example, probation, pretrial diversion, or deferred adjudication) for any criminal offense?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/state), dates, criminal offense and outcome: _____</p> <p>_____</p> <p style="text-align: center;"><i>(use additional sheets if necessary)</i></p>
	<p>Conviction of a crime is not an automatic bar to employment with the Conference except where applicable laws prohibit hiring in certain positions.</p>

Please provide three professional references (no family or friends). The information acquired from references will be considered by the Conference in making a decision on your application.

References

Name	Address:	Type of Acquaintance	Years Known
	Telephone:		

Name	Address:	Type of Acquaintance	Years Known
	Telephone:		

Name	Address:	Type of Acquaintance	Years Known
	Telephone		

Motor Vehicle Record

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

Driver's License No. _____ Issuing State: _____ Expiration Date _____

Has your driver's license ever been denied, limited, 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 forfeited bond in the past 5 years: _____

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

This application will only be considered for the position(s) listed by the applicant. Applicants desiring to be considered for other positions must submit a new application for each position desired. The Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Conference.

Applicant Verification

I verify that this application was completed by me and that all of the information on this application and all resumes submitted to the Conference is true, correct, and complete. I understand that false, misleading, incomplete or omitted information on this application or resumes submitted to the Conference, during interview(s), or otherwise in the hiring process will result in rejection of this application or dismissal, if hired, regardless of the date of discovery.

I understand that this application is not an offer for employment. I understand that if I am hired by the Conference, I will be required to complete a Federal I-9 form and complete documentation verifying my right to live and work in the United States.

I authorize all persons and organizations, including but not limited to my prior and current employers and references, to provide the Conference and its agents complete information they may have concerning my character, employment record, job performance, conduct, and suitability for employment with the Conference. I release and discharge the Conference, my present and prior employer(s), references, and any other organizations and persons from any and all liability of whatever kind and nature which, at any time, may result from obtaining or providing information about me and making any employment decisions based upon such information. If the Conference conducts a consumer report about me under the Fair Credit Reporting Act, I will receive a separate notification and authorization for that report.

I understand that any conditional employment offer by the Conference is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment and professional references and a criminal record check.

If hired by the Conference, I will comply with all policies, rules, codes and procedures which apply to my position and employment.

Applicant's Signature

Date

FOR CONFERENCE USE ONLY

R E F E R E N C E C H E C K	Employer	Name/Person Contacted	Results
	1		
	2		
	3		
	4		
	5		

I N T E R V I E W C O M M E N T S	Interviewer Name and Comments