Seventh-day Adventist® Church
TEXAS CONFERENCE

Application for Employment

PLEASE READ THE FOLLOWING AND RETAIN FOR YOUR RECORDS

Thank you for your interest in employment opportunities with the Texas Conference of Seventh-day Adventists. Before you complete the attached application, we would like you to be aware of the following information so you may make more informed decisions regarding seeking employment with the Texas Conference.

Employees of the Texas Conference of Seventh-day Adventists are:

- Baptized, tithe-paying members of the Seventh-day Adventist Church
- Committed to Christian service
- Ministers faithful to ordination vows
- Adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
    - Free from chemical and substance abuse by alcoholic beverages, tobacco in any form and the illegal possession or use of drugs
    - Refrain from use of profanity
    - Immoral conduct including but not limited to adultery, fornication and homosexuality
- Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- Suitably dressed for Christian work environment with:
    - Use of cosmetics enhancing natural beauty
    - Good grooming
    - Jewelry limited to a simple wedding band and modest accessories
- Good managers of personal finances
- People who avoid conflicting interests and enterprises
- People who attempt to resolve conflicts, disputes, complaints and grievances through Texas Conference's procedures before pursuing other avenues.
- In compliance with policies, rules and procedures of the Texas Conference, including, but not limited to those set forth in the Employee Handbook.

If you wish to be considered for employment, please familiarize yourself with the following:

1. **Submit an Application.** Human Resources (HR) will maintain your application (and any résumé submitted with a completed application) in active consideration for 90 days. After 90 days your application and résumé will no longer be considered in active status. If you desire further consideration for the same position or desire consideration for a position not listed on your application, you must submit a new application form to the Texas Conference.
2. **Screening Process.** Once your application has been submitted, it will be reviewed by HR personnel. If there are questions on the information, you will be contacted by appropriate HR personnel. If there is a job opening for which you may be qualified, you may be invited to an initial interview. Prior to this interview, satisfactory church membership status and tithing practices will be verified.
3. **Interview Process.** You will first meet with an HR representative and then be asked to interview with the appropriate supervisor.
4. **Reference Checking.** If you are recommended for potential employment, you will be asked to authorize and participate in a separate background review/criminal record check under the Federal Fair Credit Reporting Act.
5. **ADCOM Approval.** Following satisfactory referencing, the hiring recommendation is submitted to ADCOM for approval. **Only ADCOM and the Texas Conference Personnel Committee have the authority to employ.** The Texas Conference will not be obligated for any promises or commitments made by supervisors, interviewers or any other employees.
6. **Notification and Employment.** Once ADCOM approves hiring, HR will notify the selected applicant of the hiring decision. You will be required to complete an I-9 form and provide supporting documents within 72 hours after hiring to confirm your eligibility to work at the Texas Conference. Further post-employment procedures will also be implemented.

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The Texas Conference of Seventh-day Adventists is a religiously qualified equal opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, sex, age, national origin or disability. Information on this application will not be used to discriminate against any applicant. The Conference prohibits any form of workplace harassment. The employment practices of the Conference reflect religious preferences in harmony with the United Sates Constitution and controlling law; therefore, the Conference hires and employs only Seventh-day Adventist church members in regular standing.

PERSONAL INFORMATION

Last Name First Middle

Have you ever used other names or aliases for education, employment or other purposes? ☐ Yes ☐ No
If yes, provide name(s) used, dates and circumstances:

Are you at least 18 years of age? ☐ Yes ☐ No

Position(s) Applied for: Department:

Are you seeking/available for:
☐ Full-time ☐ Part-time (Hours per week _____) ☐ Temporary ☐ Seasonal
Date available for work:

Are you able to perform the duties of the position for which you have applied, with or without reasonable accommodation?
☐ Yes ☐ No

Have you ever (check all that apply)
☐ previously applied, or ☐ been previously employed with the Texas Conference? ☐ Yes ☐ No
If yes, provide date(s) of application or employment, position sought or held, and reason for leaving employment:

Do you have relatives employed by the Texas Conference? ☐ Yes ☐ No
If yes, provide names, location and position held:

Do you plan to engage in other work while employed by the Conference? ☐ Yes ☐ No
If yes, please indicate employer, position and days/hours of the week employed:

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

	Speak	Read	Write	Comments:
English	☐	☐	☐	_____
_____	☐	☐	☐	_____
_____	☐	☐	☐	_____

The Texas Conference requires employees to be baptized, tithe-paying members in good standing of the SDA Church.
Please provide:

Church Membership _____ Church Address_____

Pastor's Name _____

EDUCATION

School	Name and Location of School	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		

EMPLOYMENT HISTORY

*Provide complete information on all employment (full-time, part-time and other) for the **past 10 years or your 4 most recent employers**, whichever is greater. Explain all periods of unemployment. Use additional sheets if necessary to provide complete information.*

Current/Most Recent Employer	Job Title	Employment Status ___ On Call ___ F/T ____ P/T
Address	Duties	
Telephone Number	Supervisor's Name	Skills
Dates Employed ____ to ____ Base Salary or Wage Start _____ End _____	Reason(s) for Leaving ☐ Terminated ☐ Position Eliminated ☐ Resigned with notice ☐ Counseled to Resign ☐ Quit without notice ☐ Other (specify)	

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Employer	Job Title	Employment Status ___ On Call ___ F/T ____ P/T
Address	Duties	
Telephone Number	Supervisor's Name	Skills
Dates Employed ____ to ____ Base Salary or Wage Start _____ End _____	Reason(s) for Leaving ☐ Terminated ☐ Position Eliminated ☐ Resigned with notice ☐ Counseled to Resign ☐ Quit without notice ☐ Other (specify)	

Employer	Job Title	Employment Status ___ On Call ___ F/T ____ P/T
Address	Duties	
Telephone Number	Supervisor's Name	Skills
Dates Employed ____ to ____ Base Salary or Wage Start _____ End _____	Reason(s) for Leaving ☐ Terminated ☐ Position Eliminated ☐ Resigned with notice ☐ Counseled to Resign ☐ Quit without notice ☐ Other (specify)	

Employer	Job Title	Employment Status ___ On Call ___ F/T ____ P/T
Address	Duties	
Telephone Number	Supervisor's Name	Skills
Dates Employed ____ to ____ Base Salary or Wage Start _____ End _____	Reason(s) for Leaving ☐ Terminated ☐ Position Eliminated ☐ Resigned with notice ☐ Counseled to Resign ☐ Quit without notice ☐ Other (specify)	

Have you ever been discharged or asked/counseled to resign by any employer? ☐ Yes ☐ No
If yes, provide complete information on employer(s), action(s), date(s) and explanation:

Have you received any Termination Settlement(s) under NAD Working Policy from any Seventh-day Adventist organization?
☐ Yes ☐ No
If yes, provide the name of the organization issuing the Termination Settlement, the approximate date and the circumstances:

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SPECIALIZED SKILLS

List all specialized skills you possess and equipment or computer programs which you operate proficiently:

Skills	Equipment/Programs
_____	_____
_____	_____
_____	_____

PROFESSIONAL/WORK REFERENCES

Please provide three professional/work references (no family or friends) who are knowledgeable about your current and prior employment.

Name	Telephone Number	Address	Relationship to You
1.			
2.			
3.			

LICENSURE/CERTIFICATION

Do you hold a valid professional or occupational or denominational license/certification for the position for which you are applying?
☐ Yes ☐ No

If yes, provide license certification information, issuing state/denominational organization and expiration date:

Have you ever been denied a professional, occupational or denominational license or certification? ☐ Yes ☐ No

Has your license or certification ever been revoked, suspended, or subject to discipline by any governmental authority, professional organization or denominational entity: ☐ Yes ☐ No

If yes, please provide dates, actions taken and current license or certification status:

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DRIVING RECORD

Answer these questions only if the position for which you are applying requires regular or occasional driving of Texas Conference vehicles or personal vehicles in the position for which you have applied.

Do you have a current driver's license? ☐ Yes ☐ No
If yes, list issuing state and license number:

Is your driver's license limited in any manner? ☐ Yes ☐ No
If yes, please describe in detail:

Has your driver's license ever been denied, revoked, curtailed, suspended, or otherwise modified? ☐ Yes ☐ No
If yes, please provide complete information on action(s) taken, date(s), location(s) and disposition/current status:

List all moving violations, convictions and guilty/no contest pleas for dining offenses during the past five years. Include offense(s), date(s), and disposition/current status *(use additional sheets if needed)*:

Do you carry automobile liability insurance: ☐ Yes ☐ No
If yes, provide company and expiration date:

ADDITIONAL INFORMATION

Provide any additional information you believe will assist the Conference in considering your application, including membership in professional or civil organizations, specialized training, apprenticeships or other qualifications.

CRIMINAL HISTORY INFORMATION

If you are among the final candidates being considered for a position, or if you receive a conditional offer of employment, you will be asked to answer questions regarding any past criminal history. If you refuse to answer, or falsely answer, any of the criminal history questions, you will not be further considered for employment.

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APPLICATION PROCEDURE

The Texas Conference accepts applications for specific job positions. This application will only be considered for the position(s) listed by the applicant for 90 days from submission. Applicants desiring to be considered for other positions must submit a new application for additional positions 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 all of the information on this application and in resumes/exhibits submitted to the Texas Conference was completed by me and is true, correct and complete. I have not omitted any information requested by the Texas Conference. I understand that false, misleading, incomplete or omitted information on this application, in resumes/ exhibits, or in interviews with Conference officials will result in rejection of my application or termination from employment, whenever discovered.

If my application is considered for employment, I authorize verification of the information provided under this application, resumes and exhibits and an investigation of my suitability for employment. I authorize all current and prior employer(s) to verify the information provided on this application and in resumes and exhibits, and to provide information regarding my performance, conduct, suitability for employment and any termination settlements I have received. I also authorize my current and prior employers to disclose to the Texas Conference documents in their possession or subject to their control, including information contained in my personnel file(s). I release the Texas Conference and any and all persons, organizations or companies from any liability or damages of whatever kind or nature which, at any time, may result from releasing or obtaining information about me. I understand that the Texas Conference will provide me with a separate notice and authorization if it desires to conduct a background check under the provisions of the federal Fair Credit Reporting Act.

I understand that this application is not a job offer or a contract of employment for any specific time period. I acknowledge that in the absence of a written contract to the contrary, my status, if hired, will be that of an employee at-will without contractual rights, express or implied, for continued employment with the Texas Conference. I further acknowledge that nothing said to me during the application and/or interview process, during employment, or in employee handbooks constitutes an express or implied employment agreement. I acknowledge that I may resign any employment with the Texas Conference or be terminated at any time without prior notice or cause. I understand that no unauthorized representative of the Texas Conference may enter into any agreement for employment or make any representation or agreement contrary to the foregoing.

Applicants hired by the Texas Conference must complete a federal I-9 form and provide verifying documentation of their legal right to reside and work in the United States within 72 hours after hiring. Individuals unable to complete an I-9 form or provide verifying documentation will be ineligible for further employment.

Employment with the Texas Conference is subject to completion of certain pre-employment procedures, including but not limited to verifying employment and personal references and a background check.

If employed, I will comply with all policies, rules and procedures of the Texas Conference.

_____ _____

Applicant's Signature Date

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