



SEVENTH-DAY  
ADVENTIST CHURCH

# Employee Information Form

Washington Conference  
Human Resources  
32229 Weyerhaesuer Way S  
Federal Way, WA 98001  
Ph: (253) 681-6008  
Fax: (253) 681-6009

<b>Washington Conference Only</b>		<b>Effective Date:</b> _____	
Rem. Factor: _____	<b>Classification</b>	<b>Benefits</b>	<input type="checkbox"/> Medical Insurance
Salary: _____	<input type="checkbox"/> Exempt (Salaried)	<input type="checkbox"/> Tuition Assist.	<input type="checkbox"/> Life Insurance/LTD
Hourly Rate: _____	<input type="checkbox"/> Non-Exempt (Hourly)	<input type="checkbox"/> Retirement (Base)	<input type="checkbox"/> Retirement (Match)

Please complete all sections:

### Employee Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Employer Information

Facility: \_\_\_\_\_  
Position: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_  
Status:  Full Time (38 hrs/wk)  Seasonal  
 Part-time  Temporary  
 Less than Part-time (≤ 18 hrs/wk)

### Biographical Information

Social Security #: \_\_\_\_\_ Marital Status: Single Married Widowed Divorced Separated  
Citizenship: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_  
Birth Date (m/d/y): \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_ Spouse's Birth Date: \_\_\_\_\_  
Military Service (Country): \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Branch: \_\_\_\_\_

### Denominational Service

Previous Denominational Service?  Yes  No Approx. Total Years of Denom. Service: \_\_\_\_\_  
Date Began Denom. Service: \_\_\_\_\_ Date Last Denom. Service Ended: \_\_\_\_\_  
Denom. License/Credentials: \_\_\_\_\_ Ordination Date (m/d/y): \_\_\_\_\_  
Last Denom. Employer: \_\_\_\_\_

### Educational Information

Level of Education	Degree/Diploma	Name of Granting Institution	Date Completed
Secondary	_____	_____	_____
Post-Secondary	_____	_____	_____
Postgraduate	_____	_____	_____
Doctoral	_____	_____	_____
Other	_____	_____	_____

For current students only: Are you a full-time student where you work?  Yes  No

Rec'd:	<input type="checkbox"/> I-9
	<input type="checkbox"/> W-4