



## Employment Application

The Kansas-Nebraska Conference of Seventh-day Adventists is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex (including pregnancy, childbirth, and other pregnancy-related conditions), age, national origin, marital status, physical or mental disability, or other protected categories under Kansas or Nebraska laws, regulations or local ordinances. The Kansas-Nebraska Conference prohibits any form of workplace harassment, misconduct or abuse. The Kansas-Nebraska Conference hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

This application will be actively considered for the positions you have requested for three months after submission to the Kansas-Nebraska Conference. Applicants desiring to be considered for other positions, or after the three-month time period has expired, must submit a new application. The Kansas-Nebraska Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Kansas-Nebraska Conference.

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

### Personal

Last Name	First	Middle	Date	
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.				
Address		Telephone		
Are-you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever previously applied with or been employed by the Kansas-Nebraska Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates of employment (month/year): _____ 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): _____			
The Kansas-Nebraska Conference requires employees to be members in regular standing of the Seventh-day Adventist Church. <i>Please indicate where your membership is held:</i>  Church _____ Pastor's Name _____				
Position(s) for which you are applying? _____  Date available _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Other				
Please indicate 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"/>	

## Qualifications

Names and Addresses of Schools	Number of Years Completed	Course of Study	Did you Graduate?	Type of Degree/Diploma
Last High School Attended			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Jr. College, College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical, Business or Vocational School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe any other training you have received that would qualify you for the position for which you are applying.				

## Work Experience

Provide complete information on all employment during the past 10 years or your 4 most recent employers, whichever is greater, including U.S. Armed Forces experience and major volunteer experience. Begin with your current or most recent employment. Include all full-time, part-time and temporary employment. Explain all gaps in your employment history. Use additional sheets if necessary.

Present (or most recent) employer	Dates Employed		Describe work performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Ending	
Immediate Supervisor			
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):			
Employer Number 2	Dates Employed		Describe work performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Ending	
Immediate Supervisor			
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):			

Employer Number 3	Dates Employed		Describe work performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Ending	
Immediate Supervisor			
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):			
Employer Number 4	Dates Employed		Describe work performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Ending	
Immediate Supervisor			
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):			
Have you ever been terminated or dismissed from employment or asked/counseled to resign by any employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide employees, location(s), dates and describe circumstances.			

## References

The information obtained from references will be considered by the Kansas-Nebraska Conference in making a decision on your application.

Please provide three work references (no family or friends)			
Name	Telephone Number	Address	Relationship to You
1.			
2.			
3.			
Please provide three personal references			
Name	Telephone Number	Address	Relationship to You
1.			
2.			
3.			

## 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 offenses 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 offense(s), date(s), location(s) (city/county and state) and disposition: \_\_\_\_\_

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?  Yes  No

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/state), dates, criminal offense and outcome: \_\_\_\_\_

*(use additional sheets if necessary)*

Conviction of a crime will not be considered an automatic bar to employment with the Conference except where Kansas or Nebraska law prohibits employment.

## Motor Vehicle Record

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

Driver's License No. \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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 forfeited bond in the past 5 years:

\_\_\_\_\_

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

## Applicant's Verification - Read carefully before signing

I certify that 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 or subject to discharge from employment, whenever discovered.

I understand that this employment application is not an offer of employment or a contract between the Kansas-Nebraska Conference and me. I understand and acknowledge that employment with the Kansas-Nebraska Conference is based on mutual consent, and that if hired, I will be an at-will employee. Either the Kansas-Nebraska 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 I9 Form and provide documents verifying my identity and right to work in the United States.

I authorize the Kansas-Nebraska Conference to confirm the information supplied on this application and any curriculum vitae or resume' and to investigate my suitability for employment. I agree to furnish additional information if requested by the Kansas-Nebraska 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 Kansas-Nebraska Conference and from the Kansas-Nebraska Conference using such information in considering my employment application. I understand that this authorization does not include a consumer 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.

If employed, I understand that I must comply with all policies, rules and procedures of the Kansas-Nebraska Conference.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date