


# How-To Guide

## EMPLOYMENT APPLICATION

- This form is to be completed by the applicant.
- Ensure that all blanks are filled.
- Must have a valid email address.
- The second page must be signed.



**SOUTHERN CALIFORNIA CONFERENCE  
OF SEVENTH-DAY ADVENTISTS**  
Human Resources Department  
1535 E. Chevy Chase Drive  
Glendale, CA 91206  
(818) 546-8415; Fax (818) 546-8475

The Southern California Conference is an equal opportunity employer which does not discriminate on the basis of race, color, sex, national origin, age or disability, and prohibits any harassment in the workplace. As a religious organization, the Conference exercises the United States Constitutional rights to prefer the hiring of Seventh-day Adventist Church members in good standing.

### Employment Application

Please print clearly in Black or Blue Ink

**PERSONAL INFORMATION** Today's Date: \_\_\_\_\_

Full LEGAL Name (Last, First, Middle): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ Email Address (required): \_\_\_\_\_

Yes	No	Please answer by placing an "X" in the appropriate box	
<input type="checkbox"/>	<input type="checkbox"/>	Are you 18 years of age or older?	
<input type="checkbox"/>	<input type="checkbox"/>	If hired, can you provide written evidence that you are authorized to work in the U.S.?	
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever worked for the Southern California Conference of SOA? If yes, please indicate when and in what capacity: _____	
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever worked for the Seventh-day Adventist denomination? If yes, please indicate where, when and in what capacity: _____	

EDUCATION	Type	Name/Location	Course of Study/Major	When Completed	Degree/ Diploma
	Elementary & Jr. High			Do NOT fill	
	High School			Do NOT fill	
	College and Graduate School				
	Vocational or Other				

**FIVE YEAR HISTORY - Required.** "History" is not necessarily employment. Start with most recent status (employment/schooling/volunteering).

Company Name/Address	Kind of Work	Date Started/Left	Reason for Leaving
1.			
2.			
3.			
4.			

If checked, do NOT contact my current employer. I understand that a job offer will be contingent upon a reference from my current employer.

**U.S. MILITARY SERVICE**  Not Applicable

Branch of Service: \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_

Rank and Type of Service: \_\_\_\_\_ Specialization/Rate: \_\_\_\_\_

**REFERENCES (Do Not Include Relatives)**

Name	Occupation	Years Known	Email Address	Phone Number
1.				
2.				
3.				

**APPLICATION**

Position you are applying for: \_\_\_\_\_ Hours available per week: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

How Were You Referred To Our Organization? \_\_\_\_\_

Do You Have Any Relatives Who Are Employed By This Organization?  
 Yes  No  
 If yes, please provide the name only, not relationship: \_\_\_\_\_

Is there any information we would need about your name, or use of another name, for us to be able to check your work record?  
 Yes  No  
 If yes, please provide the name only: \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, special skills, hobbies, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S STATEMENT**  
Read carefully

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Southern California Conference Executive Committee. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity, failure to submit such proof will result in denial of employment.

I understand this application may remain active and on file for up to six months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damages in providing this information.

I understand that The Southern California Conference is an equal opportunity employer which does not discriminate on the basis of race, color, sex, national origin, age or disability, and prohibits any harassment in the workplace. As a religious organization, the Conference exercises the United States Constitutional rights to prefer the hiring of Seventh-day Adventist Church members in good standing.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_