

**Chesapeake Conference of Seventh-day Adventists  
Employment Application  
(Exempt/Non-Exempt Employees)**

Chesapeake Conference is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, physical or mental disability, or other protected categories under state laws, regulations, and local ordinances. Chesapeake Conference prohibits any form of workplace harassment. The employment practices of the conference reflect religious preferences permitted by the United States Constitution and controlling law. Chesapeake Conference hires Seventh-day Adventist church members in regular standing.

**Please print and complete all questions on this application form. If you have a resume, please submit it with this application.**

**PERSONAL INFORMATION**

Last Name	First	Middle	Date
Other names you have gone by	When	Why	Home Phone ( )
Street Address			Cell Phone ( )
City, State, Zip			
Email			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of the Seventh-day Adventist Church? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long? _____ Church _____ Pastor _____			
Have you previously applied with or been employed by Chesapeake Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No Month and 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) _____			
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your availability for work? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Other What hours/days can you work? _____			
Do you plan to engage in other work while employed by Chesapeake Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate employer, position, and days/hours of the week employed _____			
If your application is considered favorable, when can you begin work? _____			

**EDUCATION**

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree/Diploma	Major(s)/Minor(s)
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate/Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No		





## APPLICATION VERIFICATION

I verify that this application has been completed by me and that all of the information on this application, exhibits, and resume submitted to the conference are true, correct, and complete. I authorize Chesapeake Conference to review and use information about me that is available on the Internet. I understand that false, misleading, incomplete, or omitted information on this application, submitted exhibits, or resume will result in rejection of my application or dismissal, regardless of the date of discovery. I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide the conference and its agents with complete information concerning my character, employment record, and suitability for employment with the conference.

I understand that this application is not an offer of employment or employment contract with the conference. I understand that employment with the conference is "at will" and based on mutual consent. Either the conference or I can cease the employment relationship at any time with or without prior notice or requirement of cause. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

I understand that if I am hired by the conference I will be required to complete a Federal I-9 Form and provide documentation verifying my right to live and work in the United States.

Any conditional employment offer by the conference is subject to my successful completion of all employment prerequisites, including but not limited to, verifying employment, personal references, and certification/credential (where appropriate), and a criminal background check.

I authorize investigation of all statements contained in this application for employment as may be necessary in making employment decisions and for obtaining criminal background check information. If hired, I understand that criminal background checks may be done periodically during my employment and I authorize such checks. I agree that my prior and current employer(s) may be contacted for the purpose of investigating my background and I understand that information regarding my prior and current employment(s) may be used in considering my employment status.

If employed by the conference, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment.

---

Applicant's signature

---

Date