



Southern New England Conference  
 Office of Education  
 P. O. Box 1169  
 34 Sawyer Street  
 South Lancaster, MA 0161  
 Telephone: 978-365-4551  
 Fax: 978-365-3838

## NON-TEACHER APPLICATION FOR EMPLOYMENT

Place an X by the position you are applying for. If you plan on working in more than one position, place an X beside each one.

Substitute Teacher       Bus/Van Driver       Office  
 Teacher Assistant       Janitor       Other \_\_\_\_\_

Name of the school I am applying for: \_\_\_\_\_

Federal and state laws prohibit discrimination of age, sex, race, color and national origin, handicap, marital status and religion unless a Bona Fide Occupational Qualification.

**PERSONAL DATA:**

Name (*last, first, middle*) \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Are you a member of the Seventh-day Adventist Church?      If yes, where? \_\_\_\_\_

Date of Baptism/Profession of Faith \_\_\_\_\_

**NOTE: Only SDA personnel may be considered for substitute/assistant teaching positions.**

Can you provide evidence of right to work in the United States? \_\_\_\_\_

Have you ever been convicted of a felony (Federal, local, or military)? \_\_\_\_\_

Have you ever been convicted of any unlawful sexual conduct, child abuse, and/or child sexual abuse? \_\_\_\_\_

**OFFICE OF EDUCATION USE ONLY**

Verified by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

SDA Membership   
  HR   
  Baptismal Date   
  Place   
  CORI/SORI   
  Sterling Volunteers

**EDUCATION:** Highest degree or program completed:  HS  BA/BS  Fifth Year  Masters  Doctorate

Complete the following for each educational institution attended.

Educational Institution	Dates	GPA	Curriculum or Major	Degree or Hours Completed

**CERTIFICATION:** If you hold a valid denominational teaching certificate, indicate the endorsement and the expiration date. (Example: Standard Certificate, Elementary Endorsement, Expiration Date, August 1998.)

✓	Certificate	Endorsement(s)	Expiration Date

**WORK EXPERIENCE:** List any employment or experience which you believe will contribute to your success in this position.

Dates	Employer	Position Held	Immediate Supervisor

**GENERAL STATEMENT:** Use the space below to provide a brief handwritten statement summarizing your personal philosophy of and commitment to Christian Education. \_\_\_\_\_

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