

# APPLICATION FOR EMPLOYMENT



Seventh-day  
Adventist™ Church  
Southern New England Conference

Human Resources  
Services

# The Southern New England Conference of Seventh-day Adventists

## Application for Employment

*As a condition of initial and ongoing employment, employees of the Southern New England Conference of Seventh-day Adventists are:*

- faithful baptized members of the Seventh-Day Adventist Church.
- members committed to Christ service
- ministers faithful to ordination vows.
- adherent of Bible-based teachings and church standards by exemplifying standards of personal conducts that preclude:
  - chemical and substance abuse, including the possession or use of alcoholic beverages or tobacco in any form, and the possession or illegal use of drugs
  - use of profanity
  - immoral conduct including but not limited to engaging in pornographic activities, adultery, fornication, and sexual perversions including incest, child sexual abuse, and homosexual practices.
  - remarriage without biblical grounds, as defined in the Church Manual
- individuals who possess the highest professional and ethical standards in:
  - integrity
  - confidentiality
  - work performance
  - loyalty and cooperation
- individuals suitably dressed for a Christian work environment with use of jewelry limited to a simple wedding band
- individuals who avoid conflicting interests and enterprises
- individuals who resolve conflicts, disputes, complaints and grievances within prescribed procedures
- individuals who comply with policies, practices, guidelines of the Southern New England Conference as set forth in the Working Policy, Employee Handbook, and other organizational documents.

I acknowledge that I have read and am in compliance with the above conditions of employment.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# The Southern New England Conference of Seventh-day Adventists<sup>®</sup>

We are an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by the law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

**NOTE:** All information on this application must be completed in its entirety. Information submitted on a resume may not be used in place of completing or answering questions on this application. Incomplete applications (those missing information) may not be accepted for the purpose of applying for vacant positions.

## PERSONAL INFORMATION

NAME (Last, First, Middle Initial) \_\_\_\_\_

Have you ever used another name for work, school or other purposes? If so, please identify name(s) and dates used and circumstances.

\_\_\_\_\_

ADDRESS (Number, Street, City, State, ZIP Code, Country) \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Telephone Number (cell  home  work ) \_\_\_\_\_

**NOTE:** Position applied for must be indicated on this application.

Position(s) applied for: (1) \_\_\_\_\_ Department: \_\_\_\_\_  
(2) \_\_\_\_\_ Department: \_\_\_\_\_

Are you seeking/available for:

- o Full Time
- o High Hours Part Time (30 per week)
- o Low Hours Part Time (Less than 30 per week)
- o Temporary

Date available for work: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes  No

Will you now or in the future require sponsorship for employment visa status? Yes  No   
*(Appropriate work authorization will be required upon offer and acceptance of employment)*

Are you at least 18 years of age? Yes  No

Have you previously applied with or been employed by a Seventh-day Adventist Employer? Yes  No   
*If yes, provide position, dates, supervisors:*

\_\_\_\_\_

Reason for leaving prior Seventh-day Adventist employment: Resigned with notice  Terminated  Position Eliminated   
Quit with notice  Counseled to resign  Other : \_\_\_\_\_

Do you have any relatives employed by the Southern New England Conference? Yes  No   
*If yes, names and location:*

\_\_\_\_\_

Do you intend to engage in other work while employed by the Southern New England Conference? Yes  No   
*If yes, please provide employer, position and days/hours of the work week employed:*

\_\_\_\_\_

Please state all languages (including English) that you speak, read, and write proficiently:

	Speak	Read	Write	Comments:
1. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. _____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. _____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. _____

**MEMBERSHIP/STEWARDSHIP:**

Are you baptized, tithing, offering contributing member of the Seventh-day Adventist Church who meets all conditions of employment? Yes  No

Church Membership (Name & address of the church you are a member) \_\_\_\_\_

Pastor's Name & Telephone Number \_\_\_\_\_

Pastor's Email Address \_\_\_\_\_

**FOR POSITIONS THAT REQUIRE ORDINATION/COMMISSIONING:**

Date of ordination/commissioning: \_\_\_\_\_

Conference where you were ordained/commissioned: \_\_\_\_\_

*\*Please attach your Ordination/Commissioning Certificate.*

**EDUCATION**

	NAME OF SCHOOL	DID YOU GRADUATE?	IF NO, NUMBER OF YEARS COMPLETED:	LIST DEGREE AND MAJOR
HIGH SCHOOL				
TRADE OR BUSINESS SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
CERTIFICATES/ TRAININGS				
OTHER:				

*\*Please attach your Bachelor's Degree diploma, Masters Degree diploma, and Certificates/Trainings (if any).*

**SPECIALIZED SKILLS**

List all specialized skills and equipment or computer programs which you operate proficiently:

Skills:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Equipment/Computer/Programs:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMPLOYMENT RECORD

Please complete information of all employment (full and part-time, volunteer services and unemployment) during the past 10 years or your 5 most recent employers, whichever is greater. Begin with your current or most recent employment. Explain all gaps in your employment history.

<b>Employer 1</b> _____ Address: _____ Supervisor's Name: _____ Telephone: _____ Email Address: _____ Dates Employed: _____	Job Title: _____ Employment Status: P/T <input type="checkbox"/> F/T <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Certifications/Licenses: _____ Reason for Leaving: _____ _____
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<b>Employer 2</b> _____ Address: _____ Supervisor's Name: _____ Telephone: _____ Email Address: _____ Dates Employed: _____	Job Title: _____ Employment Status: P/T <input type="checkbox"/> F/T <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Certifications/Licenses: _____ Reason for Leaving: _____ _____
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<b>Employer 3</b> _____ Address: _____ Supervisor's Name: _____ Telephone: _____ Email Address: _____ Dates Employed: _____	Job Title: _____ Employment Status: P/T <input type="checkbox"/> F/T <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Certifications/Licenses: _____ Reason for Leaving: _____ _____
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<b>Employer 4</b> _____ Address: _____ Supervisor's Name: _____ Telephone: _____ Email Address: _____ Dates Employed: _____	Job Title: _____ Employment Status: P/T <input type="checkbox"/> F/T <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Certifications/Licenses: _____ Reason for Leaving: _____ _____
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<b>Employer 5</b> _____ Address: _____ Supervisor's Name: _____ Telephone: _____ Email Address: _____ Dates Employed: _____	Job Title: _____ Employment Status: P/T <input type="checkbox"/> F/T <input type="checkbox"/> Volunteer <input type="checkbox"/> On-Call <input type="checkbox"/> Certifications/Licenses: _____ Reason for Leaving: _____ _____
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Have you ever been terminated from employment or asked/counseled to resign by any employer, whether or not listed above?

Yes  No  If yes, please explain: \_\_\_\_\_

## PROFESSIONAL REFERENCES

Please provide three professional/work references (no family/friends):

NAME	TELEPHONE NUMBER	EMAIL ADDRESS	RELATIONSHIP TO YOU
1.			
2.			
3.			

*Additional references may be requested.*

## ADDITIONAL INFORMATION

Please provide any additional information you believe will assist the Southern New England Conference in considering your application, including membership in professional or civic organizations, specialized training, apprenticeships or other qualifications.

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## APPLICATION AND HIRING PROCESS

This application will be considered only for the vacant position(s) listed by the applicant. Applicants desiring to be considered for other positions, or who are rejected by the Southern New England Conference, must submit a new application. The Southern New England Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Human Resources Department in the Southern New England Conference.

Please email your application to Edgardo Herrera at [eherrera@sneconline.org](mailto:eherrera@sneconline.org) and Norys Agudelo at [nagudelo@sneconline.org](mailto:nagudelo@sneconline.org).

# APPLICATION VERIFICATION

By signing below, I certify that this Employment Application was completed by me and that entries and information on this application and any exhibits, resumes, and other materials provided to are true, correct and complete. I understand that all information I have provided is subject to verification. I further understand that false, misleading, incomplete or omitted information on this application, any exhibits, resumes and other materials, in interviews or otherwise in the application process will result in rejection of my application or termination, if hired, regardless of the date of discovery. **By signing this application, I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide the Southern New England Conference with complete information they may have concerning my character, employment record and suitability for employment with the Southern New England Conference, including information contained in any personnel file. I understand that information provided by them may be used by the Southern New England Conference in consideration of my application.**

I acknowledge that this application is not an offer of employment or a contract with the Southern New England Conference. I understand that employment with the Southern New England Conference is “at will” and based on mutual consent. Either the Southern New England Conference or I can cease any employment relationship at any time with or without prior notice or requirement of cause. I understand that no employee of the Southern New England Conference, other than the Human Resources Services from the Southern New England Conference is authorized to enter into any contract or create any employment relationship other than “at will”. I acknowledge that neither any verbal nor written communication made to me during the application and/or interview process or during employment, nor any provision of the Employee Handbook constitutes any implied employment agreement.

I understand that if I’m hired by the Southern New England 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 Southern New England Conference is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment references and licenses/certification/credentials (where applicable) and a criminal background check, a sex offender background check and the Adventist Screening Verification that includes the Child Protection training and the background check ([ncsrisk.org](http://ncsrisk.org)).

If hired by the Southern New England Conference, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment.

**Applicant’s Name (Printed):** \_\_\_\_\_

**Applicant’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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