



ALLEGHENY EAST CONFERENCE of Seventh-day Adventist®

EMPLOYMENT APPLICATION Department of Education

The Conference of Seventh-day Adventist® is an equal opportunity employer. It does not discriminate in its employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability, or any other basis prohibited by law. However, the Allegheny East Conference, an unincorporated religious association, is the headquarters of Seventh-day Adventist® churches and schools in Delaware, Maryland, New Jersey, Pennsylvania, Virginia and Washington, D.C. The employment practices of the Allegheny East Conference reflects religious preferences in harmony with the United States Constitution and controlling laws. It, therefore, hires only Seventh-day Adventist® church members in good standing.

PERSONAL INFORMATION

Form fields for personal information including Last Name, First Name, Middle Name, Home Phone, Cellular Phone, eMail Address, Address, City, State, Zip Code, Date of Birth, Social Security Number, Citizenship, Marital Status, Children, Spouse Full Name, Spouse Occupation, Social Security Number, Name of Nearest Relative, Address of Nearest Relative, City, State, Zip Code, Are you a member of the Seventh-day Adventist® Church?, and Which Church.

EDUCATION List Colleges and Universities attended.

Table with 5 columns: Institution Attended, Dates, Major, Minor, Year Graduated and Degree.

TEACHING EXPERIENCE List Schools and applicable experience.

Table with 5 columns: Schools, Years, Teacher, Principal or Teaching Principal, Grades or Subject Taught, Number of Pupils Taught.

NON-TEACHING EXPERIENCE

Note your employment experience, other than teaching and specialized training and specialized training reported above, that you believe will contribute to your success as a teacher. Please include music, art and crafts, as well as AY work, etc.

Form fields for non-teaching experience.

## Certification, Acknowledgement, and Consent

**ALL APPLICANTS MUST MAKE THE FOLLOWING CERTIFICATION**

- I hereby certify that all the information on this employment and any resume or exhibit I have submitted is true, correct, and complete. I have not withheld any information on this application. I also understand that false, misleading, incomplete, or omitted information on this application or my resume will disqualify me for employment or, if hired, dismissal from employment.
- I certify that I am a member in good standing of the Seventh-day Adventist® Church, and I abide by its teachings.
- I understand that if I receive a conditional employment offer, I may be asked to take a job related medical examination with a physician selected by the employing organization. I understand the results of the examination will be communicated to the employing organization and considered in evaluating my application.
- I understand that if I refuse to take the medical examination, I will be disqualified for employment.
- I understand that if I am employed, I must complete and submit an Immigration and Naturalization Services I-9 form and provide satisfactory proof of my identity and legal authority to work in the United States of America.
- I understand that if I am employed I will be required to complete and pass state police and/or FBI clearance forms.
- If I am employed, I agree to conform to the policies and standards of the Seventh-day Adventist® Church and the employing organization.
- I understand no one other than the Allegheny East Conference or designee is authorized to enter into an employment agreement for any specific time period or make an agreement that is contrary to the foregoing.

\_\_\_\_\_

Applicant's signature

\_\_\_\_\_

Date

### CERTIFICATION INFORMATION

\_\_\_\_\_

Certification

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Endorsement

### EMPLOYMENT PREFERENCE *Indicate the teaching level or subjects preferred.*

	Grades 1 - 3	Grades 4 - 6	Grades 7 - 8	Secondary Subject	Other
First Choice	_____	_____	_____	_____	_____
Second Choice	_____	_____	_____	_____	_____
Third Choice	_____	_____	_____	_____	_____

If you apply for secondary work and we we find no opening, will you accept work in the elementary school?  Yes  No

If so, what grades would you prefer? \_\_\_\_\_

### REFERENCES

	Name	Contact Telephone Number	Address
Pastor	_____	_____	_____
Instructor	_____	_____	_____
Employer	_____	_____	_____

### APPLICANT AUTHORIZATION

I expressly agree that the listed references may be contacted for the purpose of investigating my background. I understand that information regarding my prior and current employment(s) may be used by the Allegheny East Conference in considering this application. I also hereby permit my present and prior employer(s) to disclose to the Allegheny East Conference information in their possession or subject to their control, including information contained in my personnel file(s). In this regard, I expressly release the Allegheny East Conference from any and all liability of whatever kind and nature that, at any time, may result from obtaining and making an employment decision based upon the requested information.

\_\_\_\_\_

Applicant's signature

\_\_\_\_\_

Date