



ALLEGHENY EAST CONFERENCE CORPORATION
of Seventh-day Adventists®

EMPLOYMENT APPLICATION
Human Resources

Please type or print clearly in ink.

APPLICANT INFORMATION

Name _____ Today's Date _____

Address _____ How Long? _____

City _____ State _____ Zip Code _____

Daytime Telephone _____ Home Telephone _____ eMail Address _____

Check the following options you would consider:
 Full Time Part Time Temporary

Position for which you are applying _____

If part time, specify number of hours or days per week _____ What is your minimum salary requirement? _____

Do you have any commitments to another employer that might effect your employment with us? _____ Date available to work? _____

EDUCATION AND TRAINING

	School Name	City and State	Degree/Diploma: Major Course of Study	Degree Received?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any other education, training, special skills or certificates/licenses that you possess related to the job: _____

Professional License/Certification No. _____ Professional License/Certification Type _____ Issuing Agency _____ State Issued _____ Expiration Date _____

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List any machines, equipment or software programs for which you are qualified and experienced in operating. _____

Primary language you speak fluently. Proficiency Level: Read Write Read & Write

Other language you speak fluently. Proficiency Level: Read Write Read & Write

Other language you speak fluently. Proficiency Level: Read Write Read & Write

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If you are applying for a position which involves driving a motor vehicle in the course and scope of employment duties, please indicate if you have a valid driver's license. Yes No In which state? _____

WORK ELIGIBILITY INFORMATION

Are you a U.S. citizen? Yes No If NO, State Country of citizenship _____

Do you have the right to work in the U.S.? Yes No Please provide requisite documentation verifying this right. _____

Are you able to perform duties of the position without accommodation? Yes No If NO, please provide accommodation information _____

Are you a member of the Seventh-day Adventist® Church? Yes No Number of years as a member? _____ Name of Pastor _____

Name of Seventh-day Adventist® Church of membership _____

EMPLOYMENT HISTORY List all work experience beginning with the most recent job. Account for ALL periods of unemployment and self-employment. (use additional paper, if necessary).

MOST RECENT EMPLOYMENT

Name of Employer _____ Type of Business _____

Address _____ City _____ State _____ Zip Code _____

Dates Employed From (month/year)-To (month/year) _____ Title _____

Name of Supervisor _____ Title of Supervisor _____ Telephone Number of Supervisor _____

May we contact this employer to verify employment? Yes No Type of Employment: Full Time Part Time Contractor

Brief Description of Duties _____

Reason for Leaving _____ Last Salary _____

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Are you at least 16 years old? If under 18, state age: _____ Yes No

Were you previously employed by Allegheny East Conference Corporation of Seventh-day Adventists®? If Yes, give dates: _____ Yes No

What was your employment status with Allegheny East Conference Corporation of Seventh-day Adventists®? Full Time Part Time Contractor Not Applicable

Were you terminated from any of your previous employers? Yes No If YES, please explain: _____

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BUSINESS REFERENCES *List three professional references you have known at least three years.*

REFERENCE 1	Name _____				Occupation/Business Relationship _____			
	Address (optional) _____		City _____		State _____		Zip Code _____	
	eMail Address _____				Telephone Number _____			
REFERENCE 2	Name _____				Occupation/Business Relationship _____			
	Address (optional) _____		City _____		State _____		Zip Code _____	
	eMail Address _____				Telephone Number _____			
REFERENCE 3	Name _____				Occupation/Business Relationship _____			
	Address (optional) _____		City _____		State _____		Zip Code _____	
	eMail Address _____				Telephone Number _____			
REFERENCE 4	Name _____				Occupation/Business Relationship _____			
	Address (optional) _____		City _____		State _____		Zip Code _____	
	eMail Address _____				Telephone Number _____			

ADDITIONAL INFORMATION

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability)

CRIMINAL RECORD INFORMATION

All Applicants: Exclude any records expunged, annulled, sealed, or discharged under first-offender law.

Massachusetts Applicants: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearance, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the superior court for criminal prosecution. The applicant may exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. The applicant may exclude any convictions of misdemeanors, which are more than five years old.

California Applicants: You may exclude misdemeanor marijuana convictions if such convictions are more than two years old and you may also exclude referrals to and participation in pre and post trial diversion programs.

Hawaii Applicants: Do NOT answer the criminal record questions.

Except as provided above, during the past ten years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method or supervision or correction for a misdemeanor, having a penalty of imprisonment or a fine of more than \$500, or a felony? (Answering Yes is not an automatic bar to employment but will be considered in relation to specific requirements.) Yes No

If Yes, explain: _____

Have you ever been convicted of a crime (excluding minor traffic cases; including DUIs)? Yes No

If Yes, explain: _____

Are criminal charges now pending against you? CA applicants should only answer this question if you are out on bail or out on your own recognizance pending trial. Yes No

If Yes, explain: _____



AGREEMENT Please read the following statement carefully.

I, the undersigned applicant, hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons and organizations listed within this application (and on the accompanying resume, if any) to release to the Allegheny East Conference Corporation of Seventh-day Adventists® herein after referred to the as "Company," any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the Company, from liability for any damages that may result from furnishing same to the Company.

If employed by the Company, I agree to abide by the policies and procedures of the Company, which include the Company's Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of the Company or me. I further understand that no manager or representative of the Company other than the President of the Company any authority to enter into any agreement, oral or written, on behalf of the Company for a term of employment or to make any assurance or promise of continued employment.

I understand that the Company may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by the Company as part of the pre-employment background investigation and if hired, at any time during my employment. **California Applicants:** I further understand that the Company may obtain Public Records about me as part of an internal background investigation and that I may waive my rights to receive a copy of such Public Records by checking this box:

UNDER LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE.*

I understand and agree that I may be required to take a drug and alcohol-screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to the Company for its use. I understand that any positive drug or alcohol result may preclude my employment.

I understand that if I am offered employment by the Company, I may be required to sign an Arbitration Agreement that governs any disputes I may have with the Company.

I understand that if I am offered employment by the Company, I must be a baptized, tithe-supporting members in regular standing of the Seventh-day Adventist® Church.

***EXEMPTIONS:** Federal, State, and local governments are not affected by the law. Also, the law does not apply to tests given by the federal government to certain private individuals engaged in national security-related activities. The law permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms.

Signature (Signature must be in blue ink.)

Date

ACKNOWLEDGEMENT AND CERTIFICATION *Each term is to be initialed by the applicant then sign and date below*

- _____ I hereby certify that this application was completed by me.
- _____ I hereby certify that all the information on this employment application and my resume or exhibit, is true, correct and complete to be the best of my knowledge.
- _____ I understand that all information provided is subject to verification.
- _____ I understand that incomplete, false and misleading information given in this application, in my interview or otherwise in the Allegheny East Conference Corporation's application process will void this application or will subject me to discharge at anytime, if employed.
- _____ I expressly understand that my prior employer(s) and current employer may be contacted for the purpose of investigating my background.
- _____ I understand that information regarding my prior and current employment may be used by the Allegheny East Conference Corporation in considering my application for employment.
- _____ I agree to cooperate fully in acquiring any requested information.
- _____ I hereby permit my present and prior employer(s) to disclose to the Allegheny East Conference Corporation information in their possession or subject to their control, including information contained in my personal file(s). In his regard, I expressly release the Allegheny East Conference Corporation from any and all liability of whatever kind and nature which, at any time, may result from obtaining and making an employment decision based upon the requested information here stated.
- _____ I understand that the Allegheny East Conference Corporation may now have or may establish a drug-free and alcohol testing program consistent with applicable federal, state and local laws and the policies of the Seventh-day Adventist® Church. If the Allegheny East Conference Corporation has such a program, and I am offered a conditional offer of employment, I understand that if a pre-employment or post-offer drug and/or alcohol test is positive, an employment offer may be withdrawn.
- _____ I agree to work under the conditions requiring a drug-free, alcohol-free workplace, consistent with applicable federal, state and local laws and the policies of the Seventh-day Adventist® Church.
- _____ I understand that all employees of the Allegheny East Conference Corporation, pursuant to the Allegheny East Conference Corporation's policy and applicable federal, state and local laws and the policies of the Seventh-day Adventist® Church, may be subject to urinalysis and/or blood screening or other medically recognized test designed to detect the presence of alcohol or controlled drugs.
- _____ If employed, I understand that taking alcohol and or drug tests is a condition of continual employment.
- _____ I agree to undergo alcohol and drug testing consistent with the Allegheny East Conference Corporation's policy and applicable federal, state and local laws and the policies of the Seventh-day Adventist® Church.
- _____ If employed by the Allegheny East Conference Corporation, I understand and agree that the Allegheny East Conference Corporation, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property, including, but not limited to files, lockers, desk, vehicles, and computers, phones and Allegheny East Conference Corporation property used and/or assigned to me and, in certain circumstances, my personal property.
- _____ I understand and agree that as a condition of employment and to the extent permitted by applicable federal, state and local laws and the policies of the Seventh-day Adventist® Church, I may be required to sign a confidentiality, non-compete and/or conflict of interest statement.
- _____ I certify that All the information on this application, my resume, and any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge.

Continues on page 6 "I acknowledge that if hired..."

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ALLEGHENY EAST CONFERENCE CORPORATION of Seventh-day Adventists®
Post Office Box 266 | Pine Forge, Pennsylvania 19548
telephone 610 326 4610 facsimile 610 326 3946 website myAlleghenyEast.com

_____ I acknowledge that if hired by the Allegheny East Conference Corporation, employment is on an at-will basis in accordance with state law. This means that the Allegheny East Conference Corporation is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law and acceptance of employment is not a contract or employment for any specified time. Similarly, I am free to terminate my employment with the Allegheny East Conference Corporation at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the Allegheny East Conference Corporation and me.

_____ I agree to conform to the rules and regulations of the Allegheny East Conference Corporation, and I understand that the Allegheny East Conference Corporation has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will or its arbitration policy, if any.

_____ I authorize the Allegheny East Conference Corporation and its agents to confirm information supplied on this application any my resume and to investigate my suitability for employment.

_____ I agree to furnish additional information, if requested.

_____ I release all parties and persons to any claims, liabilities and damages that may result from requesting or furnishing information about me to the Allegheny East Conference Corporation, as well as from using such information in considering my employment application.

_____ I am a member in regular standing of the Seventh-day Adventist® Church and 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 Allegheny East Conference Corporation. The results of this examination will be communicated to the Allegheny East Conference Corporation and considered in evaluating my application.

_____ If I refuse to take such a medical examination, I understand that I will be disqualified from employment.

_____ I understand that if employed, I must complete an Department of Homeland Security Form I-9 and provide satisfactory proof of my identify and legal right to work in the United States.

_____ If employed, I agree to conform to the policies and standards of the Allegheny East Conference Corporation.

_____ **Educators:** I acknowledge that by teaching in a Seventh-day Adventist® institution, I am under an obligation to further the beliefs and practices of the Seventh-day Adventist® Church as set forth in the Seventh-day Adventist® Church Manual.

_____ **Educators:** I understand that no one other than the Allegheny East Conference Corporation superintendent of schools or his/her designee is authorized to enter into any employment agreement for any specific time period or to make any agreement contrary to the foregoing.

I further certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I further understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me, after I have begun work. I further understand that any information I give may be investigated.

Signature *(Signature must be in blue ink)*

Date