

TEXAS CONFERENCE
OF



SEVENTH-DAY
ADVENTISTS

Application for Employment

BEFORE YOU BEGIN THE APPLICATION PROCESS PLEASE READ THE FOLLOWING

Thank you for your interest in possible employment opportunities with the Texas Conference of Seventh-day Adventists. Before you complete the attached application, we would like you to be aware of the following information so that you will be able to make a more informed decision relative to prospective employment at the Texas Conference headquarters.

Employees of the Texas Conference of Seventh-day Adventists are:

- ◇ Baptized, tithing members of the Seventh-day Adventist Church
- ◇ Committed to Christian service
- ◇ Ministers faithful to ordination vows
- ◇ Adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
 - Chemical and substance abuse by the use of alcoholic beverages, tobacco in any form and illegal possession/misuse of drugs
 - Use of profanity
 - Immoral conduct including but not limited to adultery, fornication and homosexuality
 - Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- ◇ Suitably dressed for Christian work environment with:
 - Use of cosmetics enhancing natural beauty
 - Good grooming
 - Use of jewelry limited to a simple wedding band and modest accessories
- ◇ Good managers of personal finances
- ◇ People who avoid conflicting interests and enterprises
- ◇ People who attempt to resolve conflicts, disputes, complaints and grievances through Texas Conference's procedures before pursuing other avenues.
- ◇ In compliance with policies, rules and procedures of the Texas Conference including those set forth in the Employee Handbook.

If you wish to be considered for employment, please familiarize yourself with the following:

- 1 **Submitting an Application** Human Resources (HR) will maintain your application and any résumé submitted to the Texas Conference in active

consideration for 90 days. After 90 days your application and résumé will no longer be considered in active status. If you desire further consideration for the same position or desire consideration for a position not listed on your application, you must submit a new application form to the Texas Conference.

- 2 **Pre-Employment Tests** You will provide current and appropriate job skills and proficiencies or you may choose to be tested for those skills required. Testing is scheduled by appointment only.
- 3 **Screening Process** Once your application has been submitted, it will be reviewed by HR personnel. If there are questions on this information, you will be contacted by appropriate HR personnel. If there is a job opening for which you may be qualified, you may be asked to return for an initial interview. Prior to this interview, satisfactory church membership status and tithing practices will be verified.
- 4 **Interview Process** You will first meet with the HR representative and then be asked to interview with the appropriate supervisor.
- 5 **Reference Checking** Upon recommendation of appropriate supervision for potential employment, you will be asked to authorize a separate background review/criminal record check under the Federal Fair Credit Reporting Act and submit the Supplemental Criminal History Questionnaire.
- 6 **Human Resources Committee Approval** Following satisfactory referencing, the hiring recommendation is submitted to the Human Resources Committee (HRC) for approval. **Only HRC has the authority to employ and set remuneration rates.** The Texas Conference will not be obligated for any promises or commitments made by supervisors, interviewers or any other representative of the organization.
- 7 **Notification and Employment** Once HRC approval has been secured, HR will notify the selected applicant of the hiring decision. If you are approved for employment you will be required to complete an I-9 form and provide supporting documents within 72 hours after hiring to confirm your eligibility to work at the Texas Conference. Further post-employment procedures will also be implemented.



SEVENTH-DAY
ADVENTISTS

PO BOX 800
ALVARADO, TEXAS 76009
817-783-2223

Employment Application

The Texas Conference of Seventh-day Adventists is an equal opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, sex, age, national origin or disability. The Conference prohibits any form of workplace harassment. The employment practices of the Conference reflect religious preferences in harmony with the United States Constitution and controlling law; therefore, the Conference hires and employs only Seventh-day Adventist church members in good standing. Information on this application will not be used to discriminate against any applicant.

PERSONAL INFORMATION *(Please print)*

Name (Last, First, Middle Initial) _____

Social Security Number _____

Address (Number, Street, City, State, Zip Code, Country) _____

Home Telephone Number _____

Other Telephone Number _____

Position applied for _____ Department _____

Are you seeking/available for: Full-time Part-time Temporary Date available for work _____

Are you able to perform the duties of the position for which you have applied with or without accommodation? Yes No

List any other skills or qualifications you have for the position for which you have applied:

Have you had training or experience in any of the following areas? Typewriter _____ WPM Transcription equipment
 Computer Equipment

Please list computer programs used: _____

Have you ever used other names or aliases for education, employment or other purposes? Yes No
If yes, provide name(s) used, dates and circumstances: _____

Are you at least 18 years of age? Yes No

Have you ever (**check all that apply**) previously applied or been previously employed with the Texas Conference? Yes No
If yes, provide date(s) of application or employment, position sought or held, and reason for leaving employment: _____

Do you have relatives employed by the Texas Conference? Yes No If yes, where? _____

Have you ever (**check all that apply**) pled guilty been convicted, or pled nolo contendere/no contest to any criminal offence, including both felonies and misdemeanors? Yes No
If yes, provide complete information on all misdemeanors and felonies, including date(s), location(s), (city and state), criminal offense and disposition: _____

Have you ever served (**check all that apply**) probation deferred adjudication, pre-trial diversion or court ordered community supervision for any criminal offence? Yes No
If yes, please provide complete information on criminal offense(s), program(s), date(s) and disposition/current status (*use additional sheets if necessary to provide complete information*) (Conviction of a crime is not an automatic bar to consideration for employment): _____

Please indicate all languages (including English) that you speak, read or write proficiently:

English	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Texas Conference requires its employees to be baptized, tithe-paying members in good standing of the SDA Church. Please indicate:

Church Membership _____ Church Address _____

Pastor's Name _____ Telephone Number _____

EDUCATION

	Name of School	Location	Did you graduate?	If no, number of years completed	List Degree and Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade or Business School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate Work			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY

Provide information on all employment (full-time, part-time and other) for the past 10 years or your 4 most recent employers, whichever is greater. Explain all periods of unemployment. Use additional sheets if necessary to provide complete information.

Current/Most Recent Employer		Job Title		Employment Status _____ On Call _____ F/T _____ P/T
Address			Duties	
Telephone Number	Supervisor's Name		Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving: <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Quit without notice <input type="checkbox"/> Terminated <input type="checkbox"/> Counseled to Resign <input type="checkbox"/> Other (specify)		

Employer		Job Title		Employment Status _____ On Call _____ F/T _____ P/T
Address			Duties	
Telephone Number	Supervisor's Name		Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving: <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Quit without notice <input type="checkbox"/> Terminated <input type="checkbox"/> Counseled to Resign <input type="checkbox"/> Other (specify)		

Employer		Job Title		Employment Status _____ On Call _____ F/T _____ P/T
Address			Duties	
Telephone Number	Supervisor's Name		Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving: <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Quit without notice <input type="checkbox"/> Terminated <input type="checkbox"/> Counseled to Resign <input type="checkbox"/> Other (specify)		

Employer	Job Title	Employment Status	On Call
Address		Duties	
Telephone Number	Supervisor's Name	Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving: <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Quit without notice <input type="checkbox"/> Terminated <input type="checkbox"/> Counseled to Resign <input type="checkbox"/> Other (specify)	

Additional references may be requested

May we contact your present employer at this time? Yes No (References from current and prior employers will be required before employment)

Have you ever been discharged or asked/counseled to resign by any employer? Yes No

If yes, provide complete information on employer(s), action(s), date(s) and explanation:

LICENSURE/CERTIFICATION

Do you hold a valid professional or denominational license/certification for the position for which you are applying? Yes No

If yes, provide license certification information, issuing state/denominational organization and expiration date:

Have you ever been denied a professional, occupational or denominational license, or certification? Yes No

Has your license or certification ever been revoked, suspended, limited or subject to discipline by any governmental authority, professional organization or denominational entity: Yes No

If yes, please provide dates, actions taken and current license or certification status:

DRIVERS LICENSE

Answer these questions if the position for which you are applying would require regular or occasional driving of Texas Conference or personal vehicles in the position for which you have applied.

Do you have a current drivers license? Yes No

If yes, list issuing state and license number: _____

Is your drivers license limited in any manner? Yes No

If yes, please describe in detail: _____

Has your drivers license ever been denied, revoked, curtailed, suspended, or otherwise modified? Yes No

If yes, please provide complete information on action(s) taken, date(s), location(s) and disposition/current status:

List all moving violations, convictions and guilty/no contest pleas for driving offenses during the past five years. Include offense(s), date(s), and disposition/current status:

Do you have automobile liability insurance? Yes No

If yes, provide company and expiration date: _____

APPLICATION PROCEDURE

The Texas Conference accepts applications for specific job positions. Applications will be considered active for 90 days following their submission. The Texas Conference may not interview all applicants. If an applicant desires to be further considered for employment after 90 days, or considered for a position not listed on this application, he/she must submit a new application form to the Texas Conference.

APPLICANT VERIFICATION

I verify that all of the information this application and in résumés/exhibits submitted to the Conference was completed by me and is true, correct and complete. I have not omitted any information requested by the Texas Conference. I understand that false, misleading incomplete or omitted information on this application, in résumés/exhibits, or in interviews with Conference officials will result in rejection of my application or termination from employment, whenever discovered.

If my application is considered for employment, I authorize verification of the information provided under this application, résumés and exhibits and an investigation of my suitability for employment. I authorize all current and prior employer(s) to verify the information provided on this application and in résumés and exhibits, and to provide information regarding my performance, conduct, and suitability for employment. I also authorize my current and prior employers to disclose to the Texas Conference documents in their possession or subject to their control, including information contained in my personnel file(s). I expressly release the Texas Conference and any and all persons, organizations or companies from any liability or damages or whatever kind or nature which, at any time, may result from releasing or obtaining information about me or making any employment decisions based upon the information. I understand that the Texas Conference will provide me a separate notice and authorization if it desires to conduct a background investigation which comes under the provisions of the federal Fair Credit Reporting Act.

I understand that this application is not a job offer or a contract of employment for any specific time period. I acknowledge that in the absences of a written contract to the contrary, my status, if hired, will that of an employee at-will without contractual rights, express or implied, for continued employment with the Texas Conference. I further acknowledge that nothing said to me during the application and/or interview process, during employment, or in employee handbooks constitutes an express or implied employment agreement. I acknowledge that I may resign any employment with the Texas Conference or be terminated, with or without of cause, at any time. I understand that no unauthorized representative of the Texas Conference may enter into any agreement for employment or make any representation or agreement contrary to the foregoing.

Applicants hired by the Texas Conference must complete a federal I-9 form and provide verifying documentation of their legal right to reside and work in the United States within 72 hours after hiring. Individuals unable to complete an I-9 form were supplied verifying documentation will be ineligible for further employment.

Employment with the Texas Conference is subject to completion of certain pre-employment procedures, including but not limited to verifying employment and personal references.

If employed, I will comply with all policies, rules and procedures of the Texas Conference.

Applicant's Signature _____

Date _____