



Seventh-day Adventist® Church

WASHINGTON CONFERENCE

To reach Western Washington with the distinctive, Christ-centered Seventh-day Adventist message of hope and wholeness, encouraging all to become fully devoted disciples of Jesus.

What We Believe

Seventh-day Adventists believe:

- In one God: Father, Son, and Holy Spirit, and that the Bible is God's inspired Word for us today.
- That by accepting Jesus Christ as one's personal Savior, a new heart is given the believer, thus leading to a Christ-centered life.
- In a recent, six-day creation that also instituted the Sabbath as a sign between God and His people.
- The Ten Commandments further describe God's highest ideals for humanity's interaction with Him and with each other.
- That we honor the marriage covenant, established by God in the Garden of Eden, to be a lifelong union between a man and a woman.
- In the stewardship of our time, talents, and possessions through the returning of tithes and the giving of offerings.
- That stewardship also includes caring for our bodies as the Temple of The Holy Spirit by abstaining from unclean foods and harmful substances such as drugs, alcohol, and tobacco.
- In the observance of baptism by immersion and celebrate communion along with foot washing as a regular reminder of Christ's humble sacrifice for us.
- In a soon, literal return of Jesus Christ to this earth at which time He will claim all who call Him Savior and Lord.
- That in the new earth to come, God will provide a home for all the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence.
- The great controversy between Christ and Satan will be forever ended, and sin will be no more. All things will forever declare that God is love.

Conditions of Employment

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

- Baptized, tithe-paying members of the Seventh-day Adventist Church
- Committed to Christian service
- 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 or misuse/recreational use of drugs
 - Use of profanity
 - Immoral conduct including but not limited to engaging in pornographic activities, child sexual abuse, incest, adultery, fornication and homosexual practices
- Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- Suitably dressed for Christian work environment with:
 - Discretionary use of cosmetics
 - Good grooming/hygiene
 - Use of jewelry limited to a simple wedding band
- Good managers of personal finances
- People who avoid conflicting interests and enterprises
- People who attempt to resolve conflicts, disputes, complaints and grievances through Washington Conference's procedures.
- In compliance with policies, rules and procedures of the Washington Conference including those set forth in the Employee Handbook, NAD Working Policy, NPUC Education Code, and other organizational documents.

I acknowledge I have read and am in compliance with the beliefs and conditions of employment as outlined above.

Applicant's signature _____ **Date** _____

Washington Conference**Employment Application**

The Washington Conference of Seventh-day Adventists is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, marital status, physical or mental disability, or other protected categories under Washington laws, regulations or local ordinances. The Washington Conference prohibits any form of workplace harassment, misconduct or abuse. The Washington Conference hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

Name: _____ Date of application: _____

Position applying for: _____

Location: Name: _____ Church School Other:

With limited exception, the Washington Conference only hires members of the Seventh-day Adventist Church.

I am a member in good standing of the _____ Adventist Church

Please provide a complete resume and at least three references.

If you do not have a resume, please provide your employment history below and references on the back.

Information Not on Your Resume

Your resume should include all employment during **the past 10 years or your 4 most recent employers**, whichever is greater. Include all full-time, part-time and temporary employment. Explain all gaps in your employment history.

Other Work Experience

List in chronological order

Dates From / To	Company, Address & Phone #	Supervisor(s)	Position Full or Part-time?	Work Performed	Reasons for Leaving

Other Information

List any other experience or skill that you believe contributes to your qualifications for this position:

Have you ever been terminated, dismissed, or resigned from any Seventh-day Adventist denominational position or other employment?

Yes No If yes, attach details providing employer, dates, reasons, action taken, and circumstances.

Verification of Employment Information

I certify that the information on this application, as well as resumes or other attachments, is true, correct and complete. I understand that false, misleading, incomplete or omitted information on this application or in resumes, attachments or interview(s) will make me ineligible for employment or subject to discharge from employment, whenever discovered. I understand that this employment application is not an offer of employment or a contract between Washington Conference of Seventh-day Adventists and me. I understand and acknowledge that employment with the Conference is based on mutual consent, and that if hired, I will be an at-will employee. Either I or the Conference may cease the employment relationship at any time without prior notice or requirement of cause. I understand that, if employed, I will be required to complete a federal I-9 Form and provide documents verifying my identity and right to work in the United States. I authorize the Washington Conference to confirm information supplied on this application and any curriculum vitae or résumé and to investigate my suitability for employment. I agree to furnish additional information if requested by the Washington Conference. I release all parties and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to the Washington Conference, as well as from using such information in considering my employment application. I understand that this authorization to obtain background information does not include a consumer report under the federal Fair Credit Reporting Act. If the Conference conducts a consumer report or background check about me under the federal Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization for that consumer report. If employed, I agree to conform to the policies and standards of the employing organization. I understand that no one other than the Washington Conference Executive Committee or the Washington Conference Human Resources Committee is authorized to hire employees of the conference and establish pay rates and benefits, local church and school boards are not authorized to hire or set pay rates or benefits.

Signature of Applicant: _____

Date: _____