

**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	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 my 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: \_\_\_\_\_