

OREGON CONFERENCE OF SEVENTH-DAY ADVENTISTS

EDUCATION EMPLOYMENT APPLICATION

The Oregon Conference of Seventh-day Adventists ("Conference") 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 federal and state laws, regulations and local ordinances. The Conference prohibits any form of workplace harassment or misconduct. The employment practices of the Conference reflect religious preferences permitted by the United States Constitution and controlling law. The Conference hires Seventh-day Adventist church members in good standing.

This application will be actively considered for the positions you have requested for one year after submission to the Oregon Conference. Applicants desiring to be considered for other positions, or after the one year time period has expired, must submit a new application. The Oregon Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Oregon Conference.

Please complete all questions on this Educational Employment Application. You may supplement this information form with a resume or curriculum vitae, if you desire, but all questions on this form must be answered to be considered for a call to the Oregon Conference.

General	Last Name (Please Print) _____	First _____	Middle Initial _____		
	Address _____				
	Have you ever used any other name(s) for work, school, or other reasons? If yes, list name(s) and dates/locations used and circumstances.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

	Social Security Number _____ - _____ - _____				
	Telephone (Home): (____) _____		Telephone (Other): (____) _____		
	Are you at least 21 years of age?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Please state all languages (including English) that you speak, read and write proficiently:				
		Speaking	Reading	Writing	Comments:
	English	<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"/>	_____	
Are you a member of the Seventh-day Adventist Church?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Local SDA church of which you are a member _____					

Teaching Preference	<p>Indicate the grades or subjects preferred:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">Pre-K</td> <td style="width: 15%; text-align: center;">K</td> <td style="width: 15%; text-align: center;">Grades 1-3</td> <td style="width: 15%; text-align: center;">Grades 4-6</td> <td style="width: 15%; text-align: center;">Grades 7-8</td> <td style="width: 15%; text-align: center;">Secondary Subjects</td> </tr> <tr> <td>1st Choice:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2nd Choice:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3rd Choice:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>		Pre-K	K	Grades 1-3	Grades 4-6	Grades 7-8	Secondary Subjects	1 st Choice:	_____	_____	_____	_____	_____	_____	2 nd Choice:	_____	_____	_____	_____	_____	_____	3 rd Choice:	_____	_____	_____	_____	_____	_____
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Prior Employment	<p>Have you previously applied with or been employed by the Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list position(s) _____</p> <p>Dates of Employment: _____</p> <p>Reason for Leaving: <input type="checkbox"/> resigned with notice, <input type="checkbox"/> quit without notice, <input type="checkbox"/> counseled to resign, <input type="checkbox"/> terminated, <input type="checkbox"/> position eliminated, <input type="checkbox"/> other (specify): _____</p>																												
Education	<p>List the academics and/or high schools, colleges and universities you have attended.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Institution Attended</u></th> <th style="text-align: left;"><u>Major Field Degree</u></th> <th style="text-align: left;"><u>Minor Field</u></th> <th style="text-align: left;"><u>No. of Years Completed</u></th> <th style="text-align: left;"><u>Did You Graduate?</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	<u>Institution Attended</u>	<u>Major Field Degree</u>	<u>Minor Field</u>	<u>No. of Years Completed</u>	<u>Did You Graduate?</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____			
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Certification	<p>Has any denominational or state teaching certificate which you held, or for which you applied, ever been limited, curtailed, suspended, or revoked?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, attach sheet with details on action(s) taken, date(s), location and circumstances)</p>																												

Teaching Experience	<p><i>Provide complete information on all teaching positions (full time, part-time and temporary) for the past 10 years or your 5 most recent employers, whichever is greater. Please explain all periods of unemployment. Use additional sheets if necessary to provide complete information.</i></p>							
	Name & Address of School	From		To		Length of Employment (Yrs/Months)	Name of Principal or Teaching Supervisor	Telephone Number
		Mo	Yr	Mo	Yr			
	Job Title	Describe grade/subjects/number of pupils taught:						
	Reason for Leaving <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Resigned w/notice <input type="checkbox"/> Terminated <input type="checkbox"/> Quit w/o notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute If part-time, how many hours weekly? ____						

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<input type="checkbox"/> Other: _____							

Non-Teaching Employment Experience

Name & Address of Employer	From		To		Length of Employment (Yrs/Months)	Name of Supervisor	Telephone Number
	Mo	Yr	Mo	Yr			
Job Title	Describe work performed:						
Reason for Leaving <input type="checkbox"/> Position Eliminated	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary If part-time, how many hours weekly? _____						
<input type="checkbox"/> Resigned w/notice <input type="checkbox"/> Terminated							
<input type="checkbox"/> Quit w/o notice <input type="checkbox"/> Counseled to resign							
<input type="checkbox"/> Other: _____							

Name & Address of Employer	From		To		Length of Employment (Yrs/Months)	Name of Supervisor	Telephone Number
	Mo	Yr	Mo	Yr			
Job Title	Describe work performed:						
Reason for Leaving <input type="checkbox"/> Position Eliminated	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary If part-time, how many hours weekly? _____						
<input type="checkbox"/> Resigned w/notice <input type="checkbox"/> Terminated							
<input type="checkbox"/> Quit w/o notice <input type="checkbox"/> Counseled to resign							
<input type="checkbox"/> Other: _____							

Have you ever been terminated or dismissed from employment or asked/counseled to resign by **any** non-teaching employer, whether or not listed above? Yes No If yes, please provide employer(s), location(s), date(s) and describe circumstances. _____

Motor Vehicle Record

Please complete this section only if the teaching position for which you may be employed would include driving a Conference and/or personal vehicle for work purposes.

Driver's License No. _____ Issuing State: _____ Expiration Date _____

Has your driver's license ever been denied, limited, suspended or revoked? Yes No

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

List all violations (other than parking tickets) for which you have been convicted, pled guilty or no contest, or forfeited bond in the past 5 years: _____

Do you have automobile liability insurance? Yes No If yes, expiration date: _____

Criminal History Information

There is no time limit to the questions regarding criminal history. Unless a time limit is stated in a question, provide information on **ALL** convictions, pleas and alternative sentencing or disposition programs that have occurred during your lifetime. Records of offenses by minors (under age 18) are not automatically sealed and should be disclosed, except where non-disclosure is required under state law.

You should disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how a criminal offense was classified (except where prohibited by state law). Give the approximate date, your understanding of the criminal offense, and note that you are unsure of any more specific information.

Have you **EVER** pled guilty to any criminal offense (misdemeanor or felony)?

Yes No

Have you **EVER** pled *nolo contendere* (no contest) to any criminal offense (misdemeanor or felony)?

Yes No

Have you **EVER** been convicted of any criminal offense (misdemeanor or felony)?

Yes No

If you answered yes to any of these questions, provide complete information on all criminal offense(s), date(s), locations(s) (city/county and state) and disposition: _____

(use additional sheets if necessary)

Have you **EVER** served or participated in any form of alternative sentencing or disposition program (for example, probation, pretrial diversion, or deferred adjudication) for any criminal offense?

Yes No

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/state), dates, criminal offense and outcome: _____

(use additional sheets if necessary)

Conviction of a crime will not be considered an automatic bar to employment with the Conference except where Oregon law prohibits employment.

Professional References

Please provide at least three professional references (no family or friends). The information obtained from references will be considered in making the decision on a call to the Conference.

Name	Address:	Type of Acquaintance	Years Known
	Telephone		

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	Telephone		

Professional References	Name	Address:	Type of Acquaintance	Years Known
		Telephone		
	Name	Address:	Type of Acquaintance	Years Known
		Telephone		
	Name	Address:	Type of Acquaintance	Years Known
Telephone				

Please provide at least three personal references. The information obtained from references will be considered in making the decision on a call to the Conference.

Personal References	Name	Address:	Type of Acquaintance	Years Known
		Telephone		
	Name	Address:	Type of Acquaintance	Years Known
		Telephone		
	Name	Address:	Type of Acquaintance	Years Known
Telephone				
Name	Address:	Type of Acquaintance	Years Known	
	Telephone			
Name	Address:	Type of Acquaintance	Years Known	
	Telephone			

Verification

I verify that this Educational Employment Application form has been completed by me and that all of the information on this form and all materials submitted to the Oregon Conference ("Conference") are true, correct, and complete. I understand that false, misleading, incomplete or omitted information on this form or materials submitted to the Conference or during interviews will result in rejection or dismissal, if hired.

I understand that this form does not constitute a call from the Conference. I understand that if I am called to the Conference, I will be required to complete a Federal I-9 form and complete documentation verifying my right to live and work in the United States.

I authorize all persons and organizations, including but not limited to my prior and current employers and references, to provide the Conference and its agents with complete information they may have concerning my character, employment record, job performance, conduct, and suitability for employment with the Conference. I release the Conference, my present and prior employer(s), references, and any other organizations and persons from any liability which, at any time, may result from obtaining or providing information about me and making any employment decisions based upon such information. I understand that, if called to the Conference, I must successfully complete a consumer report under the federal Fair Credit Reporting Act. I understand that I will be provided with separate notification and authorization for that consumer report.

I understand that any call to the Conference is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment and professional references and a consumer report/criminal record check.

If called to the Conference, I will comply with all policies, rules, codes and procedures which apply to my teaching position.

Signature

Date