

PACIFIC UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS



OFFICE OF EDUCATION

2686 Townsgate Road, Westlake Village, CA 91361
Phone (805) 413-7314

MAILING ADDRESS:

P.O. Box 5005, Westlake Village, CA 91359

VISIT US ONLINE AT:

www.puconline.org/education

EMPLOYMENT APPLICATION FOR CERTIFICATED POSITIONS

LOCAL CONFERENCE OFFICES OF EDUCATION	
ARIZONA	P.O. Box 12340, Scottsdale, AZ 85267 Phone (480) 991-6777
CENTRAL CALIFORNIA	P.O. Box 770, Clovis, CA 93613 Phone (559) 347-3059
HAWAII	2728 Pali Highway, Honolulu, HI 96817 Phone (808) 595-7591
NEVADA-UTAH	P.O. Box 10730, Reno, NV 89510 Phone (775) 322-6929
NORTHERN CALIFORNIA	P.O. Box 23165, Pleasant Hill, CA 94523 Phone (925) 685-4300
SOUTHEASTERN CALIFORNIA	P.O. Box 8050, Riverside, CA 92515 Phone (951) 509-2307
SOUTHERN CALIFORNIA	P.O. Box 969, Glendale, CA 91209 Phone (818) 546-8400

PACIFIC UNION CONFERENCE

EMPLOYMENT APPLICATION

FOR CERTIFICATED POSITIONS

(An Equal Opportunity Employer)

Seventh-day Adventist conferences are religiously qualified Equal Opportunity Employers, with the right to prefer Seventh-day Adventists in hiring. It is the policy of Seventh-day Adventist conferences to recruit and promote for job classifications on various factors including qualification, competence, attitude and spiritual commitment. Seventh-day Adventist conferences do not discriminate against qualified applicants on account of race, color, gender, age, national origin, medical or physical handicap/disability, ancestry, marital status, arrest, or court records. Seventh-day Adventist conferences reasonably accommodate the known disabilities/handicaps of qualified applicants, unless to do so would be an unreasonable hardship.

INSTRUCTIONS FOR COMPLETION

- 1. Type or print (using black or dark blue ink).**
- 2. Attach additional sheets if explanations are needed for any items.**
- 3. Attach additional sheets to list related experience, such as student missionary, summer camp, or other that you believe contributes to your qualifications for this position.**
- 4. Remove this page from the Application Form before mailing.**
- 5. Mail the completed application to the Conference(s) you select.**

PACIFIC UNION CONFERENCE

EMPLOYMENT APPLICATION FOR CERTIFICATED POSITIONS

Position applied for: _____ Date of application: _____

Indicate any personal preferences you have for working in specific geographic areas within the Pacific Union Conference.

PERSONAL DATA:

Name:

Social Security Number:

Home Address:

Telephone:

Other contact number:

Have you used other name(s) in prior employment, school or other circumstances? Yes ☐ No ☐ If yes, please provide details.

Are you a member of the Seventh-day Adventist Church? Yes ☐ No ☐ Number of years, if member _____

Location/Name of Church: _____ Pastor: _____

JOB PREFERENCE: Check or list preferences.

TEACHING

Child Development Center ☐

Elementary ☐

Secondary ☐

ADMINISTRATION

Child Development Center ☐

Elementary ☐

Secondary ☐

ELEMENTARY

Grade(s)

SECONDARY

Subject-area(s)

CHILD DEVELOPMENT CENTER

EDUCATION: Complete the following for each college or university attended.

College / University	City and State	Curriculum or Major	Degree or Hours Completed

TEACHING/ADMINISTRATIVE EXPERIENCE: List in chronological order.

Dates From / To	School and Address	Conference or School District	Supervisor(s)	Position	Subject or Grade Taught	Reason for Leaving

CERTIFICATION:

Attach a photocopy of each current Seventh-day Adventist or State teaching certificate.

Has your denominational or state teaching certificate ever been limited, curtailed, suspended or revoked? Yes ☐ No ☐

(If yes, attach details providing action(s) taken, dates(s) and circumstances.)

ADDITIONAL INFORMATION:

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

Do you speak, read or write any languages other than English? Yes ☐ No ☐ Specify _____

Have you ever been terminated, dismissed, or asked to resign from any Seventh-day Adventist denominational position or other employment? Yes ☐ No ☐ (If yes, attach details providing employer, dates, action taken, and circumstances.) _____

Have you ever pled guilty to or been convicted of any criminal offense? Yes ☐ No ☐
(If yes, attach details providing dates, circumstances and disposition.) Criminal convictions may not be an automatic bar to consideration for employment. You may be asked to authorize verification of any criminal record. Please exclude any convictions that have been judicially sealed or expunged pursuant to the state penal code or criminal status.
Are you currently serving probation for any criminal conviction? Yes ☐ No ☐
(If yes, attach details.)

REFERENCES: List at least four persons other than relatives who can provide both character and employment references.

NAME	POSITION	ADDRESS (complete)	PHONE

VERIFICATION OF APPLICATION INFORMATION

I hereby certify that all of the information on this employment application and any resumé or exhibit is true, correct and complete. I have not withheld any information requested on this application. I understand that false, misleading, incomplete or omitted information on this application or my resumé will result in disqualification for employment or, if I am hired, dismissal from employment. I authorize the employing organization and its agents to confirm information supplied on this application and my resumé and to investigate my suitability for employment. I agree to furnish additional information if requested. I release all parties and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to the employing organization, 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 employing organization. The results of this examination will be communicated to the employing organization 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 I-9 form and provide satisfactory proof of my identity and legal authority to work in the United States. If employed, I agree to conform to the policies and standards of the employing organization. I acknowledge that by teaching in a Seventh-day Adventist school, I am under an obligation to further the beliefs and practices of the Seventh-day Adventist Church as set forth in the *General Conference of Seventh-day Adventist Church Manual*. I understand that no one other than the conference 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.

Signature of Applicant: _____ Date: _____