

# APPLICATION FOR EMPLOYMENT

## Upper Columbia Conference of Seventh-day Adventists

**Thank you for your interest in employment at Upper Columbia Conference**

Upper Columbia Conference (UCC), is committed to Equal Employment Opportunity in its hiring practices, and does not discriminate on the basis of race, color, sex, age, national origin, marital status, physical or mental disability or other protected categories under the Washington, Oregon or Idaho laws, regulations or local ordinances.. The Conference prohibits any form of workplace harassment, misconduct or abuse. Because of the religious nature of our mission, we do, however, give preference to hiring members of the Seventh-day Adventist faith. Upper Columbia Conference exercises this practice as a legal and constitutional provision granted to religious institutions (RCW 49.60).

To assist us in processing your application, please check one of the following:

I am a member of the Seventh-day Adventist Church in good and regular standing.

Name of church that holds your membership \_\_\_\_\_

City where church is located \_\_\_\_\_ Pastor's name \_\_\_\_\_

I am not a member of the Seventh-day Adventist Church. I understand that Upper Columbia Conference reserves the right to hire a church member who may be lesser qualified. I also understand that if I am hired, I will respect the beliefs of the church in duties related to my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PERSONAL INFORMATION** (please print)

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Have you used any other names for education, employment or other purposes?  Yes  No If yes, please state all names, dates used and reasons: \_\_\_\_\_

Present address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone No. Home: (\_\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Do you read, speak or write any language other than English?  Yes  No Which ones? \_\_\_\_\_

Name of school/church/organization where you wish to work \_\_\_\_\_

Position(s) you would like to be considered for \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

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

Do you have the legal right to work in the United States?  Yes  No

Are you at least 16 years of age?  Yes  No

Can you provide the requisite documentation to verify this right?  Yes  No

Appropriate work authorization (I-9 Proof of eligibility to work) will be required upon offer and acceptance of employment

**PERSONAL REFERENCES - Excluding** former employers or relatives

Name and Occupation	Mailing or Email Address	Phone Number
1.		
2.		
3.		

**EDUCATIONAL BACKGROUND**

Type of school	Name and Address	Graduated	Major/Degree
High School or Equivalent		___ Yes ___ No	
College		___ Yes ___ No	
Post Graduate		___ Yes ___ No	
Business/ Trade/ Other		___ Yes ___ No	

Do you have professional, vocational or other licenses or certificates that relate to the position for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please provide information on license/certificate, issuing authority/organization, date issued, license number and expiration date:

Has your license or certificate ever been denied, revoked, suspended or curtailed? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain action taken and reason:

Equipment/Computer software skills: \_\_\_\_\_

**EMPLOYMENT RECORD** List employment, volunteer work and unemployment for the past 10 years or your 4 most recent employers.

Present (most recent) Employer		Job Title	Employment Status _____ F/T _____ P/T _____ On call _____ Vol
Address		Duties	
Phone	Supervisor	Skills/Licenses	
Dates employed _____ to _____	Reason(s) for leaving		

Employer		Job Title	Employment Status _____ F/T _____ P/T _____ On call _____ Vol
Address		Duties	
Phone	Supervisor	Skills/Licenses	
Dates employed _____ to _____	Reason(s) for leaving		

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Dates employed _____ to _____	Reason(s) for leaving		

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**APPLICANT'S STATEMENT – Read carefully before signing**

**CERTIFICATION AND ACKNOWLEDGMENT**

I understand that I may be asked to take job-related written tests and skill tests (if applicable) for the job position for which I am applying. If I decline to be tested, I understand that I will not be further considered for 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.

I hereby certify that all of the information on this employment application and any resume 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 resume 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 resume and to investigate my suitability for employment. I agree to furnish additional information if requested. If employed, I agree to conform to the policies and standards of the employing organization.

**EMPLOYMENT AT WILL**

I understand that this employment application is not an offer of employment or a contract between Upper Columbia 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 no unauthorized representative may enter into any agreement for employment contrary to the foregoing.

**RELEASE OF INFORMATION AND LIABILITY**

I expressly agree that my prior employer(s), current employer(s), and personal references may be contacted for the purpose of investigating my background, and I understand that information regarding my prior and current employment(s) may be used by the Upper Columbia Conference in considering this Application. I authorize the Upper Columbia Conference to review and use information about me that is available on the Internet. I understand that this authorization does not include a consumer report under the federal Fair Credit Reporting Act. If the Upper Columbia Conference conducts a consumer report about me under the federal Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization. I further agree to cooperate fully in acquiring any requested information.

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.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLICATION PROCESS**

The applicants to be interviewed will be contacted by Upper Columbia Conference (UCC). Applications will be considered for 180 days following their submission. Applicants who desire to apply for another job position, or who desire to reapply for a job position, must submit a new application form to the Upper Columbia Conference.