



Central California Conference of Seventh-day Adventists

EMPLOYMENT APPLICATION

2820 Willow Avenue
Clovis, CA 93612

Phone: (559) 347-3000 • Fax: (559) 347-3062

We consider applicants for all positions without regard to race, color, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status other than religion.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-in
☐ Other _____

Name _____
LAST FIRST MIDDLE INITIAL

Address _____
NUMBER STREET APT. # CITY STATE ZIP CODE

Telephone _____
Area Code

Email Address (required): _____

SDA Church Membership (required): _____

If under 18, can you, after employment, submit a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If Yes, give date _____

Have you ever been employed here before? ☐ Yes ☐ No If Yes, give date _____

Are you employed now? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Do you currently work for another SDA entity in the Central California Conference? ☐ Yes ☐ No
If yes, where? _____

Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work ☐ Full Time ☐ Part Time ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☐ No

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. For former military service assignments, you need not provide the type of discharge you received. You may exclude information which indicates your race, color, gender, national origin, handicap or other protected status.

1	EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
			FROM	TO	
	ADDRESS				
	JOB TITLE				
	SUPERVISOR				
	REASON FOR LEAVING				
2	EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
			FROM	TO	
	ADDRESS				
	JOB TITLE				
	SUPERVISOR				
	REASON FOR LEAVING				
3	EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
			FROM	TO	
	ADDRESS				
	JOB TITLE				
	SUPERVISOR				
	REASON FOR LEAVING				
4	EMPLOYER	TELEPHONE	DATES EMPLOYED		WORK PERFORMED
			FROM	TO	
	ADDRESS				
	JOB TITLE				
	SUPERVISOR				
	REASON FOR LEAVING				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications Summarize special skills and qualifications acquired from employment or other experience.

Indicate languages besides English you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

(You may exclude memberships which would reveal your sex, race, national origin, age, ancestry, or handicap or other protected status other than religion. You may also omit organizations where the name of the organization may indicate a protected status):

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Reference 1:

Reference 2:

Reference 3:

Education

	Elementary					High				College/University				Graduate/ Professional			
School Name																	
Years Completed/Degree	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study:																	
Describe Specialized Training, Apprenticeship, Skill and Extra-Curricular Activities																	

Honors Received: State any additional information you feel may be helpful to use in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period I will inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and me in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date