

EMPLOYMENT APPLICATION

Employees of the New Jersey Conference of Seventh-Day Adventists are:

- Baptized, tithe-paying members in regular standing of the Seventh-day Adventist Church (employee tithe records are audited annually).
- Expected to keep their church membership within New Jersey Conference churches
- Committed to Christian service
- Ministers who are faithful to ordination vows
- Expected to adhere to Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
 - Chemical and substance abuse by the use of alcoholic beverages, tobacco in any form, and possession and or misuse of drugs
 - Use of profanity
 - Immoral conduct including but not limited to engaging in pornographic activities, adultery, fornication, and sexual perversions including incest, child sexual abuse, and homosexual practices
 - Remarriage without biblical grounds, as defined in the Church Manual
- Individuals who possess the highest professional and ethical standards in:
 - Integrity
 - Confidentiality
 - Work performance
 - Loyalty and cooperation
- Suitably dressed for a Christian work environment, with use of jewelry limited to a simple wedding band
- People who avoid conflicting interests and enterprises
- People who resolve conflicts, disputes, complaints, and grievances with prescribed procedures
- Individuals who comply with policies, practices, and guidelines of the New Jersey Conference as set forth in the Employee Handbook, NAD Working Policy, and other organizational documents.

[] I acknowledge I have read and I am in compliance with the conditions of employment as outlined above.

EMPLOYMENT APPLICATION

The New Jersey Conference of Seventh-day Adventists is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

PERSONAL INFORMATION

Last Name: _____ First Name _____ Middle Initial _____

Present Address: _____ City _____ State _____ Zip Code _____

Permanent Address: _____ City _____ State _____ Zip Code _____

Daytime Telephone Number: _____ Referred by: _____

Do you meet the minimum age requirement of 18? Yes No

EMPLOYMENT DESIRED

Are you seeking and available for: Full-time Part-time Temporary Date available for work: _____

Position applied for: _____

Are you able to perform the duties of the position for which you have applied without accommodation?
 Yes No

Do you have the legal right to work in the United States for the New Jersey Conference? Yes No

Upon hire, can you provide the requisite documentation to verify this right? Yes No
(Appropriate work authorization will be required upon offer and acceptance of employment)

NJC requires its employees to be baptized, tithe-paying members of the SDA Church who meet all conditions of employment. Please indicate:

- Church Membership (Name and address of church where you are a member):
- Pastor’s Name and Telephone Number:

EDUCATION

Highest degree or program completed: HS/GED Some college BA/BS Other:

Name and location of School Attended	Major Certification	Dates attended
1.		
2.		
3.		

GENERAL

Subject of Special Study or Research Work:

.
.

Job Related skills (computer, driver’s license certification, etc.):

.
.

EMPLOYMENT HISTORY *List below your last four employers, starting with the last one first*

Date Month and Year	Name and Address of Employer	Phone Number	Supervisor	Position	Reason for Leaving
From To					
From To					
From To					
From To					

REFERENCES *List below three persons not related to you, whom you have known for at least one year*

Name	Address	Phone Number	Position	Years Acquainted

CERTIFICATION AND KNOWLEDGEMENT

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the New Jersey Conference.

I understand that any employment is conditioned on a background check. I authorize the New Jersey Conference to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the New Jersey Conference, without giving me prior notice of such disclosure. In addition, I release the New Jersey Conference, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the New Jersey Conference. I expressly acknowledge further that neither any verbal communication nor a written communication made to me constitutes the terms of an implied employment agreement. I understand that only Human Resources or the Administrative Committee may enter into any other agreement for my employment with the New Jersey Conference or make any agreement with me contrary to the foregoing.

If am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the New Jersey Conference and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the New Jersey Conference the results of the examination, which results shall remain confidential and segregated from y personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the New Jersey Conference Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the New Jersey Conference to hire. If hired, I agree to abide by all New Jersey Conference work rules, policies and procedures. The New Jersey Conference retains the right to revise its policies or procedures, in whole or in part, at any time.

Date:

Signature: