

POTOMAC CONFERENCE CORPORATION Human Resources

606 Greenville Avenue, Staunton, VA 24401 Office (540) 886-0771 | Fax (540) 904-0722 http://www.pcsda.org

APPLICATION FORM

Potomac Conference Corporation of Seventh-Day Adventists (PCCSDA) is a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is the policy of PCCSDA to recruit and promote all job classifications on the basis of merit, qualification, competence, attitude and spiritual commitment. No aspect of employment shall be influenced by race, color, national origin, sex, age or handicap. Your application will be kept on file for 60 days. If you want to be considered for employment after 60 days from the date of this application you must complete and submit a new application. **PLEASE PRINT CLEARLY- Complete all sections.**

Position Applied For		Location			Date					
			First		Middle					
ddress						Home F	Phone			
ty		State		Zip		Cell Phone _				
mail address				_ Are yo	ou a member of	the Seventh-day	Adventist Chui	rch? Yes N		
hurch Membership				Pastor's Name						
			1	EDUCATION	ON					
School	Name and Location	n of School		Course of Study	No. of Years Completed	Did you Graduate?	Degree/ Diploma	Major(s)/ Minor(s)		
High School						☐ Yes ☐ No				
Business/ Technical						☐ Yes ☐ No				
College/ University						☐ Yes ☐ No				
Graduate/ Professional						☐ Yes ☐ No				
			SPF	CIALIZED	SKILLS					
List any addition	nal qualifications									
	inguages (including Engli									
English			Read	Write						
Equipment/cor	mputer skills									
Other business	/job related training and	experience _								
		C	FRTII	ICATES/	LICENSES					
List certificates	or licenses held			10, 11 20, 1						
Has any certific	cation or license ever bee	en denied, cu	ırtailed	, suspended,	revoked, or sub	oject to an invest	igation?			

				RY (or attach resume) ease complete * Sections			
DATES	EMPLOYER, ADDR			& MAJOR DUTIES	REASON FOR LEAVING*		
From:			Title:				
			Duties:				
To:			-	_	IMMEDIATE	SUPERVISOR*	
			-				
DATES	EMPLOYER, ADDR	RESS & PHONE*	JOE	& MAJOR DUTIES	REASON FOR LEAVING*		
From:	om:						
			Duties:				
To:					<u>IMMEDIATE</u>	SUPERVISOR*	
DATES	EMPLOYER, ADDRESS & PHONE*		JOB	& MAJOR DUTIES	REASON F	OR LEAVING*	
From:			Title:				
			Duties:				
To:					<u>IMMEDIATE</u>	SUPERVISOR*	
			EMPLOYMEN	T REFERENCES			
Ŋ	lame	ı	e Number	Company/Address/Email	Relatio	nship to You	
1.							
2.							
3.							
					'		
			ADDITIONAL I	NFORMATION			
May we conta	ct your current emp			☐ YES ☐ NO			
If hired, can yo	ou provide satisfacto	ory proof of ider	ntity and legal right	to work in the U.S. as required by	/ law?	☐ YES ☐ NO	
Have you ever	been convicted of c	or pled guilty to	a criminal charge?			☐ YES ☐ NO	
(If yes, attach a de	tailed explanation. The e	xistence of a crimina	al record does not constit	ute an automatic bar to employment)			
Are you able to	o perform the essen	tial functions of	the position for wh	ich you are applying with or with	nout reasonable a		
I agree to auth	orize the Potomac (Conference Corp	ooration of SDA to p	erform a background check		☐ YES ☐ NO☐ YES ☐ NO☐	
		CERTIFI	CATION OF ADD	ICATION INICODA ATION			
I certify that all of	the information on this e			ICATION INFORMATION hibit is true, correct and complete. I have	not withheld any infor	mation requested on	
				on this application or my resume will resul to confirm information supplied on this a	· · · · · · · · · · · · · · · · · · ·	· ·	
			= =	lease all parties and persons from any cla		-	
· -	=			as from using such information in conside ty and legal authority to work in the U.S. I		: 'E'	
and standards of t	he employing organizatio	n. I understand that	no one other than the co	onference administrator or designee is aut	=	· ·	
agreement for any	specific time period, or r	nake any agreemen	t contrary to the foregoin	g.			
SIGNATURE OF	Ε ΔΡΡΙΙζΔΝΤ			DATE			

Date of Last Review: 7/2016