



**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 \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_ Are you a member of the Seventh-day Adventist Church? Yes No

Church Membership \_\_\_\_\_ Pastor's Name \_\_\_\_\_

**EDUCATION**

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree/ Diploma	Major(s)/ Minor(s)
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/ University				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate/ Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No		

**SPECIALIZED SKILLS**

List any additional qualifications \_\_\_\_\_

Please list all languages (including English) that you speak, read, and write professionally

	Speak	Read	Write	Comments
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Equipment/computer skills \_\_\_\_\_

Other business/job related training and experience \_\_\_\_\_

**CERTIFICATES/LICENSES**

List certificates or licenses held \_\_\_\_\_

Has any certification or license ever been denied, curtailed, suspended, revoked, or subject to an investigation?  
\_\_\_\_\_

