



Seventh-day Adventist Church

MINNESOTA CONFERENCE
ASSOCIATION

8232 Highway 65 NE
Spring Lake Park, MN 55432

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Desired Position: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you a member of the Seventh-day Adventist Church in good standing? YES NO What Church? _____

Have you ever been employed denominationally? YES NO If yes, where? _____

Special skills to consider: _____

Have you ever pled guilty, pled no contest, or been convicted of any moving violation(s) or other offense(s) (misdemeanor or felony)? YES NO

If yes, explain: _____

Are you at least 18 (eighteen) years of age? YES NO

Previous Employment

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Education

High School: _____ : City/State: _____

From: _____ To: _____ Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Degree: _____

College: _____ City/State: _____

From: _____ To: _____ Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____

Military Service

Have you served in the US Military? YES NO If no, please continue with the next section of the application.

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Background Check and Child Protection Training Disclosure

All employees are required to undergo a background check in conjunction with the Minnesota Conference Child Protection Training which is administered through an online portal. Conviction of offenses against children will preclude employment. If you are not willing to undergo such a screening employment will not be offered.

I hereby agree to undergo a criminal background check and understand that this is a condition of employment at the Minnesota Conference of Seventh-day Adventists. I also acknowledge that I am voluntarily sharing my background information and that it is used for employment purposes.

Signature: _____ Date: _____

Disclaimer and Signature

I hereby certify that the answers given above are true and correct and understand that I may be eliminated from consideration for employment or terminated from employment if knowingly false statements are made on this application.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I also understand that if I am hired, my employment will be at-will, which means that it can be terminated, with or without cause, at any time, at the option of either my employer or me. I also understand that no representative of the Minnesota Conference has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except in a written contract of employment signed by both me and an appropriate representative of the Minnesota Conference. I also understand that nothing contained in this employment application or in the interview process is intended to create an employment contract between the Minnesota Conference and me either for employment or for the providing of any benefit.

The Minnesota Conference Association of Seventh-day Adventists is an equal opportunity employer which does not discriminate in its employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability, or any other basis prohibited by law. However, the Minnesota Conference Association of Seventh-day Adventists, a non-profit corporation located in Spring Lake Park, Minnesota, is the headquarters of the Seventh-day Adventist Church in the State of Minnesota. 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 good standing.

Signature: _____ Date: _____