

# Application for Employment

**Our Mission:** We serve God by delivering excellent audit services to the Seventh-day Adventist Church!

SEVENTH-DAY ADVENTIST CHURCH



The General Conference of Seventh-day Adventists® (GC) 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.

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Silver Spring, MD 20904  
Tel 301.680.5040  
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[www.gcasconnect.org](http://www.gcasconnect.org)

The General Conference Auditing Service will maintain this application in an active status for 90 days. If you want to be considered for employment after 90 days from the date of this application, you must complete and submit a new application.

## Personal *(Please Print)*

Name (Last, First, Middle Initial) \_\_\_\_\_ Social Security # / SIN \_\_\_\_\_

Address (Number, Street, City, State, Zip Code, Country) \_\_\_\_\_ Home Telephone \_\_\_\_\_ Other Telephone Number \_\_\_\_\_

Position applied for: \_\_\_\_\_ Date available \_\_\_\_\_

Are you seeking/available for: Full-time    Part-time    Temporary

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

Do you have legal right to work in the United States and/or in the country for which you will be located for the GC? 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)*

Do you meet the minimum age requirement of 18? Yes    No    Have you previously been employed by the GC? Yes    No

Have you previously been denominationally employed? Yes    No    If yes, where? \_\_\_\_\_

Do you have any relatives employed by the GC? Yes    No    If yes, where? \_\_\_\_\_

Have you ever been convicted of or do you currently have pending a felony or misdemeanor charge, the record of which has not been expunged, other than a minor traffic offense? Yes    No

If yes, explain: \_\_\_\_\_

The GC Requires its employees to be baptized, tithe-paying members of the SDA™ Church who meet all conditions of employment. Please indicate current:

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

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Education <i>(Please Print)</i>																
	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?	IF NO, NUMBER OF YEARS COMPLETED	LIST DEGREE AND MAJOR											
HIGH SCHOOL			YES NO													
TRADE OR BUSINESS SCHOOL			YES NO													
COLLEGE/ UNIVERSITY			YES NO													
GRADUATE WORK			YES NO													
OTHER			YES NO													
If you do not have a degree in accounting from an accredited college or university, please list the accounting classes you have completed:																
Other training:																
Job-related courses or training you are currently taking?																
Do you plan to take additional Courses? Yes      No			What?	When?												
Languages Spoken & Written?																
Do you possess CPA, CA or ACCA license or certificate? Yes      No      If yes, indicate type.																
Issued by?			Currently Up-to-date? Yes      No													
If you do not possess a CPA, CA or ACCA license or certificate, do you plan to obtain one?				When?												
				Yes      No												
Have you taken or passed part or all of the CPA or ACCA exam? Yes      No      If yes, which parts?																
AUD	BEC	FAR	REG	ALL	F1	F2	F3	F4	F5	F6	F7	F8	F9	P1	P2	P3
What business machines, computers or other office equipment can you use?																
What computer software have you used?																

Work Experience <i>(List all employment, volunteer work and unemployment for past 10 years.)</i>		
Start with your present or last job.		
Employer:		Job Title:
Address:		Duties:
Telephone:	Supervisor's Name:	Skills/Licenses:
Date Employed: To		Base Salary or Wage Start End
Reason for Leaving:		
Employer:		Job Title:
Address:		Duties:
Telephone:	Supervisor's Name:	Skills/Licenses:
Date Employed: To		Base Salary or Wage Start End
Reason for Leaving:		
Employer:		Job Title:
Address:		Duties:
Telephone:	Supervisor's Name:	Skills/Licenses:
Date Employed: To		Base Salary or Wage Start End
Reason for Leaving:		

Reference Check	
Provide three references from previous jobs or from your educational background who are not related to you.	
Names & Addresses	Email and Telephone
1.	
2.	
3.	

Please provide any additional information that would assist us in making our decision about your application.

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# CONDITIONS OF EMPLOYMENT

## EMPLOYEES OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS ARE:

- baptized, tithe-paying members in regular standing of the Seventh-day Adventist® Church committed to Christian service
- ministers faithful to ordination vows
- adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that precludes:
  - o chemical and substance abuse by the use of alcoholic beverages, tobacco in any form and illegal possession/misuse of drugs
  - o use of profanity
  - o immoral conduct including but not limited to engaging in pornographic activities, adultery, fornication, and sexual perversions including incest, child sexual abuse, and homosexual practices
  - o remarriage without biblical grounds, as defined in the Church Manual
- individuals who possess the highest professional and ethical standards in:
  - o integrity
  - o confidentiality
  - o work performance
  - o 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 within prescribed procedures
- individuals who comply with policies, practices, and guidelines of the General Conference as set forth in the Employee Handbook, Working Policy and other organizational documents.

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

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## Certification~Consent~Acknowledgment

I hereby certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge, and that any information I have provided is subject to verification. I understand that incomplete, false or misleading information given in this Application, in my interview(s), or otherwise in the application process will void this Application or will subject me to discharge at any time if I am employed.

**I expressly** acknowledge and understand that in the absence of a written contract to the contrary, my status, if I am hired, will be that of an employee at will having no contractual right, express or implied, to remain in the GCAS' employ.

**I expressly** acknowledge further that neither any verbal communication nor any written communication made to me during the application and/or interview process or during employment with the GCAS, nor any provision in the employee handbook constitutes the terms of an implied employment agreement. In consideration of any employment offered, I specifically agree that my employment may be terminated, with or without cause or notice, at any time, at the option of either the General Conference or myself. I understand that only Human Resources or ADCOM may enter into any other agreement for my employment with the GCAS or make any agreement with me contrary to the foregoing.

APPLICANT'S SIGNATURE:

DATE:

**I expressly** agree that my prior employer(s) and current employer may be contacted for the purpose of investigating my background, and I understand that information regarding my prior and current employment(s) may be used by the GCAS in considering this Application. I further agree to cooperate fully in acquiring any requested information. I hereby permit my present and prior employer(s) to disclose to the GCAS information in their possession or subject to their control, including information contained in my personnel file(s). In this regard, I expressly release the GCAS from any and all liability of whatever kind and nature which, at any time, may result from obtaining and making an employment decision based upon the requested information.

APPLICANT'S SIGNATURE:

DATE:

### MARYLAND EMPLOYMENT APPLICANTS ONLY

I understand that UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR, OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

APPLICANT'S SIGNATURE:

DATE:

**SUBMIT**