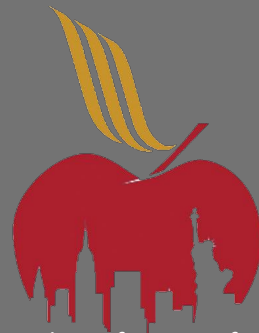


APPLICATION FOR EMPLOYMENT



Greater New York Conference of Seventh-day Adventists
7 Shelter Rock Road
Manhasset, NY 11030
(516) 627-9350
www.gnyc.org



Conditions of Employment

Employees of the Greater New York Conference
of Seventh-day Adventists are:

- baptized, tithe-paying members in regular standing of Seventh-day Adventist Church® (employee tithe records are audited annually)
- expected to keep their church membership within Greater New York Conference churches
- committed to Christian service
- ministers faithful to ordination vows
- adherents of 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, guidelines of the Greater New York 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.



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EMPLOYMENT APPLICATION

The Greater New York 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 *(Please print)*

Name (Last, First, Middle Initial) _____ Social Security # (Optional) _____

Address (Number, Street, City, State Zip Code, Country) _____

Home Telephone Number _____ Other Telephone Number _____

Position applied for: _____

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

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

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

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

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

Do you have any relatives employed by the Greater New York Conference? Yes _____ No _____

If yes, in what capacity? _____

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, please explain: _____

GNYC requires its employees to be baptized, tithing 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 *(Please print)*

	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?	IF NO, # YEARS COMPLETED	DEGREE AND MAJOR
HIGH SCHOOL			YES <input type="checkbox"/> NO <input type="checkbox"/>		
TRADE/ BUSINESS SCHOOL			YES <input type="checkbox"/> NO <input type="checkbox"/>		
COLLEGE			YES <input type="checkbox"/> NO <input type="checkbox"/>		
GRADUATE WORK			YES <input type="checkbox"/> NO <input type="checkbox"/>		
OTHER			YES <input type="checkbox"/> NO <input type="checkbox"/>		

OFFICE USE ONLY: NAME: _____

DATE: _____

EMPLOYMENT RECORD – List all employment, volunteer work, and unemployment for the past five years.

Employer	Job Title	Employment Status	OnCall	Volunteer
Address of Business		Duties		
Telephone Number of Business	Supervisor's Name	Skills/Licenses		
Dates Employed: _____ to _____	Base Salary of Wage Start _____ End _____	Reason/s For Leaving:		
Employer	Job Title:	Employment Status	OnCall	Volunteer
Address of Business		Duties		
Telephone Number of Business	Supervisor's Name	Skills/Licenses		
Dates Employed: _____ to _____	Base Salary of Wage Start _____ End _____	Reason/s For Leaving:		
Employer	Job Title	Employment Status	OnCall	Volunteer
Address of Business		Duties		
Telephone Number of Business	Supervisor's Name	Skills/Licenses		
Dates Employed: _____ to _____	Base Salary of Wage Start _____ End _____	Reason/s For Leaving:		

Additional references may be requested

CERTIFICATION AND ACKNOWLEDGEMENT

I hereby certify that this Application was completed by me and that all entries on it and information in it are true and 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, and 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 signed by the Office of the Secretariat 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 GNYC's employ. I expressly acknowledge further that neither any verbal communication nor an written communication made to me during the application and/or interview process or during my employment with GNYC, 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 GNYC or myself. I understand that only Human Resources or ADCOM may enter into any other agreement for my employment with the GNYC 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 GNYC 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 GNYC information in their possession or subject to their control, including information contained in my personnel file(s). In this regard, I expressly release the GNYC 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