



**Southwest Region Conference of
Seventh-day Adventists
Department of Education Teacher Application**

Please Type or Print

Date: _____

Please complete all questions on this application form. You may supplement the completed application with a resume, if you desire, but all questions on this application must be answered.

Position applying _____

General	School (s) Considering:	
	<input type="checkbox"/> Applegate Adventist Jr. Academy	<input type="checkbox"/> Martin Luther King Christian Academy
	<input type="checkbox"/> Bethel Adventist School	<input type="checkbox"/> New Orleans Adventist Academy
	<input type="checkbox"/> Emmanuel Adventist School	<input type="checkbox"/> Shiloh Excel Adventist School
	<input type="checkbox"/> Excel Adventist Academy	<input type="checkbox"/> Southwest Adventist Junior Academy
	Last Name _____ First Name _____ Middle _____	
	Address _____	
	City _____ State _____ Zip Code _____	
	Social Security Number _____ - _____ - _____	
	Telephone (Hm): _____ Cell: _____	
E-mail Address _____		
Are you a member of the Seventh-day Adventist Church? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long? _____		
Local SDA church of which you are a member: _____		
Are you subject to any visa or immigration status which would prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Teaching Preference	Indicate the grades or subjects				
		Grades 1-3	Grades 4-6	Grades 7-8	Secondary Subjects
	First Choice				
	Second Choice				
	If you apply for secondary work and there is no vacancy, will you accept work in the elementary school? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, what grades would you prefer? _____					

Prior Employment	Have you previously applied with or been employed by this Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, list position(s): _____	
	Dates of Employment: _____	
	Reason for Leaving: <input type="checkbox"/> resigned with notice <input type="checkbox"/> quit without notice <input type="checkbox"/> counseled to resign <input type="checkbox"/> terminated <input type="checkbox"/> layoff <input type="checkbox"/> other (specify) _____	

	List the colleges and universities you have attended.

Education	Institution Attended	Major Field	Hours in Major Field	Minor Field	Hours in Minor Field	Degree Earned
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
List Major Emphasis in Graduate Study:						
	Area of Study:	_____	_____	_____	_____	(Hrs.)
	Area of Study:	_____	_____	_____	_____	(Hrs.)
	Area of Study:	_____	_____	_____	_____	(Hrs.)
	Area of Study:	_____	_____	_____	_____	(Hrs.)

Certification	Do you have a SDA denominational teaching certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
	Type of certification:	<input type="checkbox"/> Professional	<input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Standard	
	Subject endorsements:	<input type="checkbox"/> Math	<input type="checkbox"/> English	<input type="checkbox"/> Religion	<input type="checkbox"/> Health	<input type="checkbox"/> World History
		<input type="checkbox"/> Science	<input type="checkbox"/> PE	<input type="checkbox"/> Biology	<input type="checkbox"/> Computer Science	
	Which Union has your certification status report?	_____				
	Has any denominational or state teaching certificate ever been limited, curtailed, suspended, or revoked?					
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, attach details providing action(s) taken, date(s) and circumstances.)			

Skills & Training	What preparation have you had for physical education or playground activities?	_____
	What preparation have you had for arts and crafts and/or elementary school music?	_____
	Do you sing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	What instruments do you play?	_____

Teaching Experience

Provide complete information on all teaching positions (full-time, part-time, and temporary) for the preceding 10 years or your 5 most recent employers, whichever is greater. Explain all periods of unemployment. Use additional sheets, if necessary, to provide complete information.

Name & Address of School	From		To		Salary	Name of Principal or Teaching Supervisor	Telephone Number
	Mo	Yr	Mo	Yr			
Describe grade/subject/number of pupils taught:							
Job Title: _____ Reason for Leaving: <input type="checkbox"/> Resigned w/notice <input type="checkbox"/> Terminated <input type="checkbox"/> Quit w/o notice <input type="checkbox"/> Laid Off <input type="checkbox"/> Other _____							
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary If part-time, how many hours weekly? _____							

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<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary If part-time, how many hours weekly? _____							

(USE ADDITIONAL SHEETS IF NECESSARY)

Have you ever been non-renewed, terminated or counseled to resign by any school, whether or not listed above? Yes No
 If yes, please provide complete information: _____

References	REFERENCES: (attach additional pages if necessary)			
	References should include present and previous superintendents and principals who have first-hand knowledge of your professional competence and your personal qualifications.			
	Name	Position	Address	Telephone

Conference	<p>Southwest Region Conference of Seventh-day Adventists ("Conference") is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, or disability or protected categories under state statutes, regulations and local ordinances. The employment practices of Conference reflect religious preferences permitted by the United States Constitution and controlling law. The Conference hires Seventh-day Adventist church members in good standing. The Conference prohibits any form of workplace harassment or misconduct.</p>
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Applicant Verification	<p>I, hereby verify that this application was completed by me and that all entries and information on this application and all exhibits and resumes submitted to the Conference are true, correct, and complete. I understand that false, misleading, incomplete or omitted information on this application, on resumes and exhibits submitted to the Conference, during interview(s), or otherwise in the hiring process will result in rejection of this application or dismissal, if hired, regardless of the date of discovery.</p> <p>I understand that this application is not an offer for employment. I understand that if I am hired by the Conference, I will be required to complete a Federal I-9 form and complete documentation verifying my right to live and work in the United States.</p> <p>I authorize all persons and organizations, including but not limited to my prior and current employers and references, to provide the Conference and its agents complete information they may have concerning my character, employment record, job performance, conduct, and suitability for employment with the Conference. I release and discharge the Conference, my present and prior employer(s), references, and any other organizations and persons from any and all liability of whatever kind and nature which, at any time, may result from obtaining or providing information about me and making any employment decision based upon such information. I understand that if the Conference conducts a consumer report about me under the Fair Credit Reporting Act, I will be provided with separate notification and authorization for that report.</p> <p>I understand that any conditional employment offer by the Conference is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment and professional references and a criminal record check.</p> <p>If hired by the Conference, I will comply with all policies, rules, codes and procedures which apply to my position and employment.</p>
	<p>_____</p> <p>Applicant's Signature Date</p>