



Review and Herald® Publishing Association

55 West Oak Ridge Drive, Hagerstown, MD 21740
Phone (301) 393-3000

Application for Employment

The Review and Herald® Publishing Association is an equal opportunity employer that 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 Review and Herald® is an incorporated institution of the Seventh-day Adventist® Church. The employment practices of the Review and Herald® reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, employs only Seventh-day Adventist® church members in good standing.

PERSONAL

Last Name (Print) _____

First _____

Middle Initial _____

Other names you may have used: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone (Home): _____ Telephone (Other): _____

E-mail: _____

Can you provide proof of eligibility to work in the U.S? Yes No (Any job offer is conditioned upon production of appropriate documentation.)

Are you 18 years of age or older? Yes No Have you ever been employed by the Review and Herald? Yes No

If yes, state dates, department, position and reason for leaving: _____

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? Yes No
If yes, explain (Conviction will not necessarily disqualify applicant): _____

Are you a Seventh-day Adventist® in good standing? Yes No Church Membership: _____

Address _____ Pastor's Name _____

Pastor's telephone (Home) _____ (Church) _____

JOB DESIRED

Position(s) Applied for: First Choice _____ Second Choice _____

Check all types of work you will accept. Indicate all shifts or times you could be available for work. Minimum rate acceptable \$ _____ per _____

Full-time Part-time Occasional/Substitute

Student Date available for work: _____
month/day/year

Days Available	Hours Available	A.M.	P.M.
Sunday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>
Monday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>
Tuesday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>
Wednesday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>
Thursday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>
Friday <input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>

EDUCATION

Names and Addresses of Schools Attended

Elementary _____

High School _____

Junior College,
 College, or University _____

Technical, Business,
 or Vocational School _____

Circle Last Grade Completed

1 2 3 4 5 6 7 8

9 10 11 12

College: 1 2 3 4

Graduate: 1 2 3 4

Degree _____

Field of Study _____

Did You Graduate?

Yes

No

Yes

No

Yes

No

Yes

No

Other training _____

Courses or training you are currently taking _____

Do you possess a professional or trade license or certificate? Yes No

Type _____ Issued by _____ Date of Expiration _____

Has any certification/license ever been denied, revoked, suspended, or otherwise restricted? Yes No

If yes, please explain: _____

List skills and/or equipment you can use: _____

WORK EXPERIENCE

(attach a separate sheet as needed for work experience)

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer: _____

Address: _____ Telephone(s): _____

Current Position or Title: _____ From: _____ To: _____

Other positions or titles and compensation for each: _____

Starting Salary: _____ Ending Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

May we contact this employer? Yes No

Employer: _____

Address: _____ Telephone(s): _____

Position or Title: _____ From: _____ To: _____

Starting Salary: _____ Ending Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

Employer: _____

Address: _____ Telephone(s): _____

Position or Title: _____ From: _____ To: _____

Starting Salary: _____ Ending Salary: _____ Immediate Supervisor: _____

Reason for Leaving: _____

Have you ever been terminated or forced to resign from any employment? Yes No

If yes, please provide employer location, jobs, titles, dates of employment, and a description of circumstances.

REFERENCE CHECK

Provide three personal work references who are not related to you.

	Name and Address	Best Time to Call	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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. I understand that false or misleading information given in this application and in my interview(s) will void this application or subject me to being discharged 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 having no contractual right, expressed or implied, to remain in the Review and Herald's employ. In this connection, I expressly acknowledge further that neither anything said to me during the Review and Herald's application and/or interview process or during employment nor any provision in the Review and Herald's employee handbook or personnel manual constitutes the terms of an express or 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 Review and Herald or myself. I understand that no representative of the Review and Herald other than by Administrative Committee action can enter into any agreement for employment or make any agreement contrary to the foregoing.

APPLICANT'S SIGNATURE: _____ DATE: _____

I expressly agree that all persons and organizations including my prior employer(s) and current employer may be contacted as indicated for the purpose of investigating my background, and I understand that information regarding my prior and current employment(s) will be used by the Review and Herald in considering this application. I also hereby permit all persons and organizations including present and former employer(s) to disclose to the Review and Herald information in their possession or subject to their control including information contained in my personnel file(s). In this regard, I expressly release the Review and Herald 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: _____

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

APPLICANT'S SIGNATURE: _____ DATE: _____

Any offer is contingent on verification of prerequisites, including but not limited to references, verification of church membership and standing, I-9, licensure, etc.