



**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 for: _____

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 Adventist School	
	<input type="checkbox"/> Excel Adventist Academy	<input type="checkbox"/> Alfred Booker Junior Academy	
	<input type="checkbox"/> _____	<input type="checkbox"/> Southwest Adventist Junior Academy	
	Last Name _____ First Name _____ Middle Initial _____		
	Address _____		
City _____		State _____	Zip Code _____
Telephone (Hm): _____		Cell: _____	
E-mail Address _____			
Are you a member of the Seventh-day Adventist Church? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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	Please check the grades or subjects preferred:			
	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) _____		

Education	List the colleges and universities you have attended.					
	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.)

Certification	Do you have a SDA denominational teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Type of certification:	Professional	Standard	Conditional	Math	English	Biology
	Subject endorsements:	Elementary	Jr. Academy	Secondary	Science	Religion	World History
					Health	Computer Science	PE
	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.)							
Do you currently hold any state certifications? Yes No If yes, where and when does it expire?							

Elective Requirements	The job may require you to teach and/or supervise physical education and/or playground activities.		
	This job may require you to teach a fine arts subject such as art, choir, band, orchestra, or theater arts.		
	Do you have any fine arts experience?	Yes	No

Skills & Talents	What is your level of computer skills:	Beginner	Proficient	Advanced	Expert
	What computer software are you familiar with? (Word, Excel, Power Point, Google Docs, Keynote, Pages, Numbers, etc)				

	Are familiar with any school software?	Yes	No	If yes, which one(s)?	

* Note: not being familiar with school software will have no impact on employment consideration.					

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.

Teaching Experience

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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(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 and/or cooperating teachers 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 _____</p> <p>Date</p>