

# ROCKY MOUNTAIN CONFERENCE OF SEVENTH-DAY ADVENTISTS

*Our mission is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with Christ and with each other.*

## What We Believe

Seventh-day Adventists believe:

- In one God: Father, Son, and Holy Spirit, and that the Bible is God's inspired Word for us today.
- That by accepting Jesus Christ as one's personal Savior, a new heart is given the believer, thus leading to a Christ-centered life.
- In a recent, six-day creation that also instituted the Sabbath as a sign between God and His people.
- The Ten Commandments further describe God's highest ideals for humanity's interaction with Him and with each other.
- That we honor the marriage covenant, established by God in the Garden of Eden, to be a lifelong union between a man and a woman.
- In the stewardship of our time, talents, and possessions through the returning of tithes and the giving of offerings.
- That stewardship also includes caring for our bodies as the Temple of The Holy Spirit by abstaining from unclean foods and harmful substances such as drugs, alcohol, and tobacco.
- In the observance of baptism by immersion and celebrate communion along with foot washing as a regular reminder of Christ's humble sacrifice for us.
- In a soon, literal return of Jesus Christ to this earth at which time He will claim all who call Him Savior and Lord.
- That in the new earth to come, God will provide a home for all the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence.
- The great controversy between Christ and Satan will be forever ended, and sin will be no more. All things will forever declare that God is love.

## Conditions of Employment

Employees of the Rocky Mountain Conference of Seventh-day Adventists are:

- Baptized, tithe-paying members of the Seventh-day Adventist Church
- Committed to Christian service
- 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 illegal possession or misuse/recreational use of drugs
  - Use of profanity
  - Immoral conduct including but not limited to engaging in pornographic activities, child sexual abuse, incest, adultery, fornication and homosexual practices
- Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- Suitably dressed for Christian work environment with:
  - Discretionary use of cosmetics
  - Good grooming/hygiene
  - Use of jewelry limited to a simple wedding band
- Good managers of personal finances
- People who avoid conflicting interests and enterprises
- People who attempt to resolve conflicts, disputes, complaints and grievances through Rocky Mountain Conference's procedures.
- In compliance with policies, rules and procedures of the Rocky Mountain Conference including those set forth in the Employee Handbook, NAD Working Policy, MAUC Education Code, and other organizational documents.

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

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

# ROCKY MOUNTAIN CONFERENCE OF SEVENTH-DAY ADVENTISTS EMPLOYMENT APPLICATION

The Rocky Mountain Conference of Seventh-day Adventists ("Conference") is an organizational unit of the Seventh-day Adventist Church and a religious ministry. Because of the religious nature of our mission, the Conference hires Seventh-day Adventist church members in good standing based on religious preferences permitted by legal and constitutional provisions granted to religious institutions. The Conference does not unlawfully discriminate against qualified applicants or employees on account of race, color, age, sex, national origin, ancestry, marital status, pregnancy, disability, or other protected categories under Colorado, Wyoming or New Mexico laws, regulations or local ordinances. The Conference prohibits any form of workplace harassment, misconduct or abuse.

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

## PERSONAL INFORMATION

Last Name	First	Middle																				
Have you ever used another name for work, school or other purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, identify name(s) and dates used and circumstances.		Primary Phone# ( ) _____  Secondary Phone# ( ) _____																				
Address (Street, City, State, Zip)		Email Address																				
Name of church that holds your membership: _____ Pastor's name: _____ City/State where church is located: _____																						
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Position(s) Applied for: (1) _____ (2) _____ What is your availability for work? <input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Other When can you begin work? _____ Are you able to perform the duties of the position for which you have applied with or without accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you, after an employment offer has been extended, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Please state all languages (including English) that you speak, read, and write proficiently: _____																						
Have you ever applied with or been employed by the Rocky Mountain Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?: _____ When?: _____ Reason for leaving?: _____ Do you have any relatives employed by the Rocky Mountain Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If, yes, where? _____																						
<b><u>Teachers Only</u></b> Do you have a denominational teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Where was it issued (Conference/Union)? _____ If Yes, provide type (Conditional/Basic/Standard/Professional): _____ Date Issued: _____ If none, state anticipated date and the certificate for which you are a candidate: _____ Has any denominational or state teaching certificate ever been limited, curtailed, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain circumstances and attach sheet with details on action(s) taken if necessary) Please indicate the grades or subjects preferred: <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Grades 1-3</td> <td style="text-align: center;">Grades 4-6</td> <td style="text-align: center;">Grades 7-8</td> <td style="text-align: center;">Secondary Subjects</td> </tr> <tr> <td>First Choice:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Second Choice:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Third Choice:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>				Grades 1-3	Grades 4-6	Grades 7-8	Secondary Subjects	First Choice:	_____	_____	_____	_____	Second Choice:	_____	_____	_____	_____	Third Choice:	_____	_____	_____	_____
	Grades 1-3	Grades 4-6	Grades 7-8	Secondary Subjects																		
First Choice:	_____	_____	_____	_____																		
Second Choice:	_____	_____	_____	_____																		
Third Choice:	_____	_____	_____	_____																		
If you are applying for secondary school work and there is no vacancy, will you accept work in an elementary school? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what grades would you prefer? _____																						
<b><u>Pastors Only</u></b> Are you an Ordained/Commissioned Minister? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where were you ordained/commissioned (church/conference): _____ Date of ordination/commissioning (month/year): _____ How many years of pastoral experience do you have? Paid: _____ Volunteer/Unpaid: _____																						

## EDUCATION

List the academics and/or high schools, colleges, and universities you have attended.

	Name and Location of School	Course of Study Major/Minor	Did you Graduate?	If no, number of years completed	Degree or Diploma
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Trade/Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Where may we obtain a complete transcript of your school credits? \_\_\_\_\_

## EMPLOYMENT

List employment, volunteer work, and unemployment for **the past 10 years or your most recent 4 employers.**

1	Current or most recent Employer	Dates of employment		
		From	To	
	Job Title and Duties	Job Status <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> TEMP <input type="checkbox"/> VOL		
	Address	Telephone ( )		
	Name of Supervisor			
Reason(s) for Leaving:				

2	Employer	Dates of employment		
		From	To	
	Job Title and Duties	Job Status <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> TEMP <input type="checkbox"/> VOL		
	Address	Telephone ( )		
	Name of Supervisor			
Reason(s) for Leaving:				

3	Employer	Dates of employment		
		From	To	
	Job Title and Duties	Job Status <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> TEMP <input type="checkbox"/> VOL		
	Address	Telephone ( )		
	Name of Supervisor			
Reason(s) for Leaving:				

4	Employer	Dates of employment		
		From	To	
	Job Title and Duties	Job Status <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> TEMP <input type="checkbox"/> VOL		
	Address	Telephone ( )		
	Name of Supervisor			
Reason(s) for Leaving:				

Have you ever been terminated from employment or asked/counseled to resign by **any** employer whether or not listed above? If yes, please provide employer, location, dates, and describe circumstances. \_\_\_\_\_

## SPECIALIZED SKILLS & ADDITIONAL INFORMATION

List all specialized skills you possess and equipment or computer programs which you operate proficiently:

Skills

Equipment/Programs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide any additional information you believe will assist the Conference in considering your application, including membership in professional or civil organizations, specialized training, apprenticeships or other qualifications.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROFESSIONAL REFERENCES

*Please provide three professional references (no family or friends). The information acquired from references will be considered by the Conference in making a decision on your application.*

<b>Name</b>	<b>Mailing or Email Address</b>	<b>Phone Number</b>

## APPLICANT VERIFICATION

I verify that all of the information provided on this employment application and all resumés or attached exhibits/samples of work submitted to the Conference are true, correct, and complete. I have not withheld any information requested on this application and I agree to furnish additional information if requested. I understand that false, misleading, incomplete or omitted information on this application or resumé will result in rejection of my application or termination, if hired, regardless of the date of discovery.

I authorize the Rocky Mountain Conference and its agents to confirm information supplied on this application and on my resumé, if submitted, and to investigate my suitability for employment. I expressly agree that my prior employer(s), current employer(s), educational institutions and references may be contacted for the purpose of investigating my background, and I understand that information regarding my prior and current employment and education may be used by the Conference in considering this Application. I authorize the Conference to review and use information about me that is available on the Internet.

I understand that this application is not an offer of employment or a contract with the Conference. I understand that employment with the Conference is "at will" and based on mutual consent. Either the Conference or I can cease the employment relationship at any time with or without prior notice or requirement of cause. I understand that no unauthorized representative may enter into any contract or create any employment relationship other than "at will."

I understand that any conditional employment offer extended by the Conference is subject to my successful completion of all employment prerequisites, including, but not limited to verifying employment and personal references and certification/credential (where appropriate) and a criminal background check to be completed under the rules of the Fair Credit Reporting Act. If the Conference conducts a consumer report (criminal background check, DMV, etc.), I understand that I will receive a separate notice and authorization. In addition, if I am applying for a position that includes driving a Conference or personal vehicle for work purposes (including pastors and teachers), that I will follow the requirements of RMC Vehicle Usage Policy (for more information, refer to [www.rmcsda.org](http://www.rmcsda.org)). I further agree to cooperate fully in acquiring any requested information.

If hired by the Conference, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment. In addition, I understand that if I am hired, I will be required to complete a Federal I-9 Form and provide documentation verifying my right to live and work in the United States.

I release all parties and persons from any claims, liabilities, and damages that may result from requesting or furnishing information about me to the Rocky Mountain Conference, as well as from using such information in considering my employment application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

## APPLICATION PROCESS

**This application will only be considered for the position(s) listed by the applicant. Applicants desiring to be considered for other positions must submit a new application for each position desired. The Conference may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the Conference.**