

CHRISTIAN RECORD

SERVICES FOR THE BLIND

EMPLOYMENT APPLICATION

Christian Record Services ("CRS") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability, or any other basis prohibited by law. The employment practices of CRS 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.

NOTE: All information on this application must be completed in its entirety. Information submitted on a resume may not be used in place of completing or answering questions on this application. Incomplete applications (those missing information) may not be accepted for the purpose of applying for vacant positions.

PERSONAL INFORMATION

Last Name	First	Middle	Date	
Have you ever used another name for work, school, or other purposes? If so, identify name(s) and dates used and circumstances.			Primary Telephone ()	
Street Address			Alternate Telephone ()	
City, State, Zip, Country			Email Address	
Position(s) Applied for: (1)		(2)		
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:		Pastor:		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*(Appropriate work authorization will be required upon offer and acceptance of employment.)</i>				
Will you now or in the future require sponsorship for employment visa status? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you previously applied with or been employed by CRS or another SDA employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Where: _____ If employed: Month and Year From _____ To _____ Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice. <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other(specify)			Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your availability for work? <input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Other If none of the above, what hours/days can you work? _____				
Do you intend to engage in other work while employed by CRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate employer, position and days/hours of the week employed.				
If your application is considered favorably, when can you begin work?				
Please state all languages (including English) that you speak, read, and write proficiently:				
	Speak	Read	Write	Comments:
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

EDUCATION

School	Name and Location of School	Course of Study	Did you Graduate?	If no, Number of Years Completed	List Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		

*Use additional sheets if needed.

EMPLOYMENT

Provide complete information of all employment (full- and part-time, volunteer services, and unemployment) during **the past 10 years or your most recent 5 employers**, whichever is greater. Begin with your current or most recent employment. Use additional sheets if necessary.

1	Current or most recent Employer	Telephone ()	Email Address
	Address	Dates employed	To
	Name of Supervisor/Title	Compensation	End
	Job Title and Duties	Employment status <input type="checkbox"/> On Call <input type="checkbox"/> Volunteer <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal	
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)		

2	Prior Employer	Telephone ()	Email Address
	Address	Dates employed	To
	Name of Supervisor/Title	Compensation	End
	Job Title and Duties	Employment status <input type="checkbox"/> On Call <input type="checkbox"/> Volunteer <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal	
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)		

3	Prior Employer	Telephone ()	Email Address
	Address	Dates employed	To
	Name of Supervisor/Title	Compensation	End
	Job Title and Duties	Employment status <input type="checkbox"/> On Call <input type="checkbox"/> Volunteer <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal	
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify)		

4	Prior Employer	Telephone () Email Address
	Address	Dates employed From _____ To _____
	Name of Supervisor/Title	Compensation Start _____ Last _____
	Job Title and Duties	Employment status <input type="checkbox"/> On Call <input type="checkbox"/> Volunteer <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify) _____	

5	Prior Employer	Telephone () Email Address
	Address	Dates employed From _____ To _____
	Name of Supervisor/Title	Compensation Start _____ End _____
	Job Title and Duties	Employment status <input type="checkbox"/> On Call <input type="checkbox"/> Volunteer <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Other (specify) _____	

Have you ever been terminated from employment or asked/counseled to resign by **any** employer whether or not listed above? Yes No
 If yes, please provide employer, location, dates and describe circumstances. _____

SPECIALIZED SKILLS

List all specialized skills and equipment or computer programs which you operate proficiently: Use additional sheets if needed.	
Skills	Equipment/Programs
_____	_____
_____	_____
_____	_____

ADDITIONAL INFORMATION

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

APPLICATION AND HIRING PROCESS

This application will only be considered for the vacancies listed by the applicant. Applicants desiring to be considered for other positions, or who are rejected by CRS, must submit a new application for each position desired. CRS may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by CRS.

APPLICANT VERIFICATION

By signing below, I certify that this Employment Application was completed by me and that all entries and information on this application and any exhibits, resumes, and other materials provided to NAD are true, correct, and complete. I understand that all information I have provided is subject to verification. I further understand that false, misleading, incomplete, or omitted information on this application, any exhibits, resumes, and other materials, in interviews or otherwise in the application process, will result in rejection of my application or termination, if hired, regardless of the date of discovery. **By signing this application, I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide CRS and its agents with complete information they may have concerning my character, employment record, and suitability for employment with CRS, including information contained in any personnel file.** I understand that information provided by them may be used by CRS in consideration of my application. If CRS conducts a consumer report/background check about me under the Fair Credit Reporting Act, I will receive a separate notice and authorization for that report.

I acknowledge that this application is not an offer of employment or a contract with CRS. I understand that employment with CRS is "at will" and based on mutual consent. Either CRS or I can cease any employment relationship at any time with or without prior notice or requirement of cause. I understand that no employee of CRS, other than the CRS President, is authorized to enter into any contract or create any employment relationship other than "at will." I acknowledge that neither any verbal nor written communication made to me during the application and/or interview process or during employment, nor any provision of the employee handbook constitutes any implied employment agreement.

I understand that if I am hired by CRS, 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.

Any conditional employment offer by CRS is subject to my successful completion of all employment prerequisites, including but not limited to verifying employment references and licenses/certification/credential (where applicable) and a criminal background check.

If hired by CRS, I will comply with all policies, rules, codes, and procedures that may apply to my position and employment.

Applicant's Name _____

Applicant's Signature _____

Date _____