

APPLICATION FOR EMPLOYMENT

PACIFIC PRESS® PUBLISHING ASSOCIATION

P.O. BOX 5353, Nampa, Idaho 83653

Telephone (208) 465-2567

Pacific Press® Publishing Association is an institution of the General Conference of Seventh-day Adventists. As a church owned organization and because of its special mission, it may, by law, apply the test of religious qualifications to its employment policies. Those who meet this requirement and are otherwise qualified are eligible to be hired, promoted, and transferred without regard to their race, national origin, gender, color, age, disability, familial status or genetic predisposition.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied for _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone () _____ E-mail _____

Cell Phone () _____

Are you a member of a Seventh-day Adventist Church? Yes No

If yes, where? _____ Name of Pastor _____

Pastor's E-mail _____ Pastor's Phone # _____

Federal law requires a person working with machinery to be at least 18 years old.

Are you under 18? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No

May we contact your present or former employer(s)? Yes No

Are you legally eligible for employment in the U.S.? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available to work? _____

Are you available to work Full time Part-time Temporary Shift Work

List experiences, skills, or qualifications that you have which would fit you to work at Pacific Press®

List professional, trade, business or civic activities and offices held. Feel free to leave out any association names that reveal age, race, national origin, disability, etc. _____

List all immediate family members employed at Pacific Press®.

Name	Department	Relationship

Give three work related references who are not related to you.

Name	Address	E-mail	Telephone

EMPLOYMENT EXPERIENCE

Start with your present or last job. Indicate military service assignments and volunteer activities.
(You may exclude organization names, which indicate race, color, sex, or national origin.)

1	Employer	Telephone ()	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
2	Employer	Telephone ()	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
3	Employer	Telephone ()	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
4	Employer	Telephone ()	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
5	Employer	Telephone ()	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

EDUCATION

	Elementary	High School	University College	Graduate Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe specialized training, apprenticeship, skills and extra-curricular activities:				

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize and consent to the use of multiple ways to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision including the internet. **I understand that this application is not intended to be a contract of employment. Further, I understand and agree that if employed by Pacific Press®, my employment is at will for no definite period and may, regardless of the day of payment of my wages and salary, be terminated at any time without any previous notice.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Pacific Press® Publishing Association.

Subsequent to an offer of employment, all individuals who will be assigned the duties that require lifting or other strenuous physical activity may be subject to medical clearance for fitness to do the work assigned prior to commencement of employment.

Signature of Applicant _____ Date _____

Prospective employee applications will be kept on file in the Pacific Press® Publishing Association Offices for a period of one year from date of application.