

**SOUTHEASTERN CALIFORNIA CONFERENCE EMPLOYMENT APPLICATION FOR CERTIFICATED POSITIONS**

*This application is used for all schools within our conference listed on the website: [www.secceducation.org](http://www.secceducation.org). Submit your completed application to the Office of Education, Southeastern California Conference of SDA at P. O. Box 79990, Riverside, CA 92513-1990 or it may be faxed to the office at (951) 509-2392.*

Position applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**PERSONAL DATA:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Contact (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Have you used other name(s) in prior employment, school or other circumstances? Yes  No  If **yes**, please provide details.

Are you a member of the Seventh-day Adventist Church? Yes  No  Number of years, if member \_\_\_\_\_

Location/Name of Church \_\_\_\_\_ Pastor \_\_\_\_\_

**JOB PREFERENCE: Check or list preferences**

TEACHING	Child Development Center <input type="checkbox"/>	Elementary <input type="checkbox"/>	Secondary <input type="checkbox"/>
ADMINISTRATION	Child Development Center <input type="checkbox"/>	Elementary <input type="checkbox"/>	Secondary <input type="checkbox"/>
ELEMENTARY	Grade(s) _____		
SECONDARY	Subject-area(s) _____		

**EDUCATION: Complete the following for each college or university attended.**

Name of College or University (City and State)	Field of Study	Degree or Hours Completed

**CERTIFICATION:**

List the valid denominational teaching certificate(s) held, and indicate the endorsement(s) and the expiration date for each. Attach a photocopy of your certificate(s).

**SDA Denominational Teaching Certificate:**

Type of certificate \_\_\_\_\_ Endorsements \_\_\_\_\_ Expiration date \_\_\_\_\_

**Valid State Teaching Certificate:** (which state? \_\_\_\_\_) Expiration date \_\_\_\_\_

Has your denominational or state teaching certificate ever been limited, curtailed, suspended or revoked? (If yes, attach details providing action(s) taken, date(s) and circumstances.) Yes  No

**TEACHING AND ADMINISTRATIVE EXPERIENCE: List most recent experience first. Include all student teaching.**

Dates From To	Name of School	State	Conference or School District	Position Held	Grades and/or Subjects Taught (Specify)	Supervisors Name & Phone No.

**SPIRITUAL COMMITMENT FOR SEVENTH-DAY EDUCATORS: *Attach your response with the application.***

God has entrusted all believers with this responsibility: “to preach the gospel to every creature” (Mark 16:15). For this cause, God has given us specific spiritual gifts and ministries. As educators, we employ many of these gifts—from faith to knowledge and from exhortation to love. Of these, Paul singles out one gift, love, as the greatest (1 Cor 12:9). These gifts are to benefit the whole church, the body of Christ. The reason God has endowed us with these gifts, “no matter what [the gift] may be, is to enable the possessor to witness” (28 Fundamental Adventist Beliefs, “Spiritual Gifts and Ministries”).

As educators, we assume a leading role as primary witnesses to Christ. For this reason—because we represent Christ in a leadership role—our actions, both public and private, our expressed beliefs and opinions, our lifestyle, and our personal relationship with Jesus Christ, must be harmonious with Christ’s teachings and the fundamental beliefs of the Seventh-day Adventist Church. Our personal life is glued to the lessons we teach, and as mentors, discrepancies between our lifestyle and the lessons we teach will dilute any positive influence we have over the students. This speaks of unity among followers of Christ, not of uniformity. We are each blessed with unique qualities and as we work and share together, we present a more complete picture of Jesus.

Christian leaders must adhere to higher moral standards—not because we believe that strict obedience is necessary to earn salvation, but because any community holds leaders to higher standards. Our actions affect not only ourselves, but the image of Christ and the Seventh-day Adventist Church. In the Old Testament, Levites, the tribe assigned to be priests in the temple, were expected to follow strict lifestyle guidelines. 1 Timothy 3 makes distinctions between the lifestyles of church overseers, deacons, and the congregation. Paul addresses this power of influence in Romans 14. He says that we are in the service of God and not ourselves, and that we should not do anything which might cause another to stumble (verse 21).

Your relationship with Jesus will help you develop the strength and experience necessary to relate with students and treat them as Christ would. It will strengthen your judgment in making decisions, bring balance to life and help you deal with the problems in this life. Spiritual disciplines, such as prayer, meditation and Bible study will be fundamental in that relationship. Christ is the only one powerful enough to change lives, and only through His grace are we able to live a happy life. While we recognize that we are human and will make mistakes, the expectation is that you be genuine in your commitment to living as a disciple of Christ and as a Seventh-day Adventist.

**PLEASE RESPOND:** Take some time to think about the ways in which you will use your spiritual gifts, witness Christ’s love to your students, and uphold a position of strong, moral leadership in your classroom. Consider carefully the ideas presented here, and write a response describing your thoughts on the importance of an educator’s personal lifestyle and spirituality, and how they might come to play in your classroom and involvement with students.

I have completed and attached my spiritual commitment response with the application.

**ADDITIONAL INFORMATION:**

List any other experience or skill that you believe contributes to your qualifications for this position: \_\_\_\_\_

Yes No Do you speak, read or write any languages other than English? Specify \_\_\_\_\_

Yes No Have you ever been terminated, dismissed, or asked to resign from any Seventh-day Adventist denominational position or other employment? (If yes, attach details providing employer, dates, action taken, and circumstances)

Yes No If hired, can you provide, satisfactory proof of identity and legal authority to work in the U.S., as required by the U.S. Immigration and Naturalization Service (I-9) Form?

**REFERENCES: *List at least three persons other than relatives who can provide both character and employment references.***

Name	Position	Complete Address	Zip Code	Phone

**VERIFICATION of APPLICATION INFORMATION:**

I hereby certify that all of the information on this employment application and any resume is true and correct. I understand that false, misleading, incomplete or omitted information on this application or my resume will result in disqualification for employment or, if I am hired, dismissal from employment. I authorize the employing organization and its agents to confirm information supplied on this application and my resume and to investigate my suitability for employment. I agree to furnish additional information if requested. I release all parties and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to the employing organization, as well as from using such information in considering my employment application. I am a member in good and regular standing of the Seventh-day Adventist Church, and abide by its teachings. I understand that no one other than the conference superintendent of schools or his/her designee is authorized to enter into any employment agreement for any specific time period, or to make any agreement contrary to the foregoing.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_