

**Georgia-Cumberland Conference
of Seventh-day Adventists**

APPLICATION FOR EMPLOYMENT

Fill in the application form completely. Submit the application with a resume in *one of the following ways*: **Secure link:** <https://nextcloud.gccsda.com/s/CN4Wi3XFRkR2JM4>

Fax: 706-602-5426 or by **mail:** PO Box 12000, Calhoun, GA 30703

Federal law and Georgia law prohibits discrimination of age, sex, race, color and national origin, disability, marital status and religion unless there is a Bona Fide Occupational Qualification. The use of lie detectors for employment applicants has been determined to be illegal. This application will be considered active for three months.

PERSONAL

Name _____

First

Middle

Last

Address _____

City, State, ZIP _____

Telephone (Cell) _____ (Other) _____

Email address: _____

If under 18 years of age, give date of birth _____

How long have you lived at your present address? _____

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

If yes, where? _____

Can you provide evidence of right to work in the United States? Yes ☐ No ☐

Have you ever been convicted of a felony (Federal, local or military)? Yes ☐ No ☐

If yes, explain _____

(Conviction will not necessarily disqualify applicant)

Have you ever been charged or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse?
Yes ☐ No ☐ If yes, please explain and give the name and address of a reference/professional who managed the case.

Date _____ Place _____

Type of Conduct _____

Reference/Professional name & phone # _____

Reference/Professional address _____

Have you ever been discharged or asked to resign? Yes ☐ No ☐

If yes, explain: _____

Have you previously worked for the denomination? Yes ☐ No ☐

Where _____

POSITION DESIRED

Job Title _____ Regular ☐ Part-Time ☐ Summer ☐

Earliest date you would be available _____

WORK EXPERIENCE

(List below previous employers, most recent first; please specify other names used.)

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes ☐ No ☐

(List name under which employed, if different) _____

Present or last employer _____ Salary _____

Address _____ Telephone _____

Supervisor _____ Email _____

Position held _____ Dates of Employment _____

Nature of duties _____

Reason for leaving _____

Previous Employer _____ Salary _____

(List name under which employed, if different) _____

Address _____ Telephone _____

Supervisor _____ Email _____

Position held _____ Dates of Employment _____

Nature of duties _____

Reason for leaving _____

Previous employer _____ Salary _____

(List name under which employed, if different) _____

Address _____ Telephone _____

Page Three

Supervisor _____ Email _____

Position held _____ Dates of Employment _____

Nature of duties _____

Reason for leaving _____

EDUCATION

Names and Addresses of Schools:

Name & Address	Major/Minor	Degree
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High School _____		
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College/Tech _____		
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Graduate School _____		
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Other training _____		
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List courses you are currently taking _____

Do you plan to take additional courses? Yes ☐ No ☐ What? _____ Where? _____

Foreign languages you can interpret or translate _____

What business machines, word processors, computers, or other office equipment and software are you familiar with?

REFERENCES

List three references (not relative or employer), the first two whom you have known for at least five years and the last one of which must be your current pastor:

Name _____

Email Address _____

Name _____

Email Address _____

Pastor _____

Email Address _____

Initial each statement with which you concur and sign your name below.

_____ I understand that any omission of facts, misrepresentation or failure to completely answer any question on my employment application or during my interview(s) or receipt of any unsatisfactory reference(s), will be grounds for my immediate dismissal, if I have become employed.

_____ I understand that if I am employed, my employment will not be based upon any express or implied contract of employment; that acceptance of this application and any personnel policies or benefits due me will not create an express or implied contract of employment; and that my employment will be an at-will relationship, permitting the termination of the relationship with or without cause, with or without notice, at any time. I further agree and understand that verbal comments or representations made to me by any employee, supervisor, or manager of employer, will not create any express or implied contract of employment or rights to benefits or monies and that I will not rely upon any such verbal representations.

_____ I have read the sexual harassment policy of the Georgia-Cumberland Conference of Seventh-day Adventists (see attached) and, if employed by the Conference, I agree to abide by its requirements.

Date _____

Applicant's Signature _____

☐ By checking this box, you are giving your digital signature

CONSENT FORM

I have authorized any references, schools, current or former employers, current or former supervisors, churches or any other person or organizations, whether or not identified in this information form, to give you any information (including opinions) regarding my character and fitness for employment. I also authorize Georgia-Cumberland Conference of Seventh-day Adventists to seek investigative background inquiries (consumer report) through a third-party agency including criminal convictions, motor vehicle, and other reports. This consumer report will NOT include my credit report unless specifically authorized by me. I understand that information will be requested from various Federal, State, and other agencies that maintain records concerning my past activities relating to my driving, criminal, civil, and other experiences.

I also hereby permit my present and prior employer(s) to disclose to Georgia-Cumberland Conference of Seventh-day Adventists information in their possession or subject to their care, custody or control, including information contained in my personnel or any other file(s).

I have the right to make a request of AmericanChecked, Inc., upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. AmericanChecked, Inc. privacy policy can be viewed at www.americanchecked.com.

I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** A facsimile or photocopy of this authorization shall be as valid as the original.

Print Name (as appears on driver's license) _____

Street Address _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Birth / /
MM DD YYYY

Drivers License State _____ License Number _____

For Identification Purposes

Other or Former Names _____

Date

Applicant Signature

☐ By checking this box, you are giving your digital signature

PLEASE NOTE: All applicants must complete both pages of this form.

Notice To All Applicants

You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to AMERICANCHECKED, INC., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that AMERICANCHECKED, INC. has previously furnished within the two-year period preceding your request. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876.

Notice To California Applicants

Under California law, the consumer reports we order on you for employment purposes within the State of California are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under section 1786.22 of the California Civil Code, you may view the file maintained on you by AMERICANCHECKED, INC. during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at AMERICANCHECKED, INC. in person, by mail, or by telephone. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

A written summary of your rights under the Fair Credit Reporting Act (FCRA) as prepared by the Federal Trade Commission is attached and available at <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf>.

Applicant Signature _____

☐ By checking this box, you are giving your digital signature

HARASSMENT

2230

Revised 1/1/07

The Georgia-Cumberland Conference values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Conference. The Georgia-Cumberland Conference also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

Employee Personal Conduct. Employees of the Georgia-Cumberland Conference are to exemplify the Christ-like life and shall avoid all appearances of wrongdoing. They shall not engage in behavior that is harmful to themselves or others that casts a shadow on their dedication to the Christian way of life. Employees should respect and uplift one another. They should never be placed in a position of embarrassment, disrespect, or harassment because of their gender, race, color, national origin, age, or disability. To do so would be a violation of God's law and the civil laws protecting human rights and governing workplace conduct.

Sexual Harassment. Sexual harassment is a form of harassment and involves unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Improper Conduct. Improper conduct by the employer, co-worker and, in some instances, non-employees includes, but is not limited to:

1. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in or rejecting sexual advances will have an effect on that person's employment or terms of employment;
2. Unwelcome sexual flirtation or propositions;
3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
4. Threats, or demands for sexual favors;

5. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes, or offensive comments or tricks);
6. Demeaning or degrading comments about an individual's appearance;
7. Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age, or disability;
8. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age, or disability; or
9. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment. A protected employee shall refer to individuals protected under title VII of the Civil Rights Act of 1964, as amended.

Reporting Incidents. Employees who believe that they have been harassed should immediately take the following steps:

1. Make it clear that such behavior is offensive and should be stopped immediately; and
2. Report the incident to their immediate departmental director, the Vice President for Administration/Secretariat, or the Director of Human Resource Services. A written statement describing the incident and identifying potential witnesses should follow the initial report.

Third-Party Reports. Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their immediate departmental director, the Vice President for Administration/Secretariat, or the Director of Human Resource Services.

Investigation. Complaints of harassment shall be promptly handled, investigated by the appropriate officer or departmental director and maintained in confidence to the extent possible.

Discipline. A violation of this Harassment Policy may result in discipline, up to and including termination of employment.

Prohibition of Retaliation. The Georgia-Cumberland Conference prohibits retaliation against employees complaining of harassment.

Follow up. The appropriate officer or departmental director shall follow up with the reporting employee, regardless of what steps are taken. All efforts to prevent and correct harassment or discrimination shall be documented, including all disciplinary measures taken against the person responsible for the offending acts.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street SW
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
1925 K Street NW
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357