



FLORIDA CONFERENCE *of* SEVENTH-DAY ADVENTISTS

BEFORE YOU BEGIN

Thank you for your interest in employment opportunities with the Florida Conference of Seventh-day Adventists. Before you complete the attached application we wish to make you aware of the following information so that you will be able to make an informed decision relative to prospective employment with the Conference.

PRE-EMPLOYMENT PROCESSES

Screening and Employment Process

1. All applicants' church membership status and stewardship/tithing practices will be verified. Please make sure to submit required information on the job application to expedite this task.
2. Should the initial reference checking be acceptable, you may be invited to interview by phone and/or in person either by a panel or on an individual.
3. Reference checking is performed on all applicants selected for a position. Candidates may be asked to submit additional information in order to complete this process.
4. Some posted jobs require multiple boards approvals (for example, teaching and principal positions must be approved by the Board of Education and the local school board, pastoral positions must be approved by Administrative or Executive Committees (ADCOM/EXCOM). All other positions must be either recorded and/or approved by the Operations Committee (OPSCOM).
5. The Florida Conference requires signing of an amortization agreement for all exempt employees.
6. An applicant selected for a position will be required to provide proof of eligibility to work in the United States. Further post-employment procedures will also be implemented. **No one may begin working for the Florida Conference prior to the completion and acceptance of a United States Citizenship and Immigration Service Form I-9.**