

EMPLOYEE SERVICE RECORD BIOGRAPHICAL INFORMATION
FACULTY / STAFF

The following information is being provided to you for your information. If you have any questions, please contact the Human Resources Office at (301) 495-1234. Date _____

1. PERSONAL INFORMATION

Name: _____
First Middle Last Previous (Maiden) Name

Home address _____
Street City State Zip Code

Phone #: _____ Fax #: _____ Email: _____

Gender (circle one) Male / Female Date of Birth _____ (mm/dd/yyyy)

Place of birth (country) _____ Nationality (citizenship) _____

Social Security # _____ AU ID #: _____

AU Job Title: _____ Department: _____

S.D.A. Church affiliation (circle one): Yes / No Date of church membership: _____

Marital Status _____
Single Married (Date) Widowed (Date) Separated (Date) Divorced (Date)

2.

4. MILITARY SERVICE

Branch _____ Dates _____

5. EDUCATION (List only diploma/certificate/degree granting institutions)

High School/Academy Location Graduation Date

Undergraduate College/University Location Degree Major Date

Vocational/Trade School Location Certificate or Degree Date

Graduate School/Postgraduate Work Location Degree Date

6. WORK EXPERIENCE

Please list the SDA institution where you most recently worked. We will request your Service Record from this institution.

Institution Conference name Position Dates Full-time/Parttime

Do you currently have a Service Record for denominational work? (Circle one) Yes / No / Don't know

Total number of years of service in S.D.A. denominational work _____

Total number of years of service for Andrews University _____

Leave(s) of absence granted by Andrews University (date and purpose) _____

7. CHURCH CREDENTIALS CURRENTLY HELD (check one)

- Ordained Minister Teaching Credential Licensed Minister Missionary Credentials
- Missionary License

- Are you an Interdivision Employee
- NAD Missionary
 - Independent Transfer

(Please see the assistant in Human Resources for an additional form)