



NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
 PO Box 23165, Pleasant Hill, CA 94523 • www.nccsda.com/humanresources
 Phone (925) 603-5045 • FAX (888) 609-3904 • hr@nccsda.com

Employee Service Record Information

(Retirement Plan Records)

For all employees who work half-time or greater in a position designated as lasting 12 months or more.
 Please complete all sections.

Full Name _____ Social Security # _____
 Birth Date _____ Date of Ordination _____
 Place of Birth _____ Date of Marriage _____
 Citizenship _____
 Spouse's Name _____ Spouse Occupation _____
 Spouse Soc Sec # _____ Spouse's Birth Date _____
 Military Service: Begin _____ End _____ Branch _____

Date Entered Denominational Service _____

Educational Record

Level of Education	Degree/Diploma Held	Institution Granting Degree/Diploma	Year Degree/ Diploma Received
Secondary	_____	_____	_____
Postsecondary (College)	_____	_____	_____
Postgraduate (Masters)	_____	_____	_____
Doctoral	_____	_____	_____
Other	_____	_____	_____

Employment

(Please list only your last denominational employment)

Years	Position or Type of Work	Beginning Date	Ending Date	Service Credit Months/Years	Employing Organization

Please return completed form to: Northern California Conference of Seventh-day Adventists
 Human Resources Department
 PO Box 23165, Pleasant Hill, CA 94523-0165
 Phone (925) 685-5045
 Fax (888) 609-3904