



Northern California Conference of Seventh-Day Adventists
 2100 Douglas Blvd., PO Box 619015, Roseville, CA 95661
 www.nccsda.com/humanresources • hr@nccsda.com
 Phone (925) 886-5600 • FAX Human Resources (888) 609-9698

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