



Northern California Conference of Seventh-day Adventists  
P.O. Box 619015, Roseville, CA 95661 • [www.nccsda.com/humanresources](http://www.nccsda.com/humanresources)  
Phone (916) 886-5663 • FAX (888) 609-3904 • [hr@nccsda.com](mailto: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  
2100 Douglas Blvd.  
P.O. Box 619015  
Roseville, CA 95661