



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