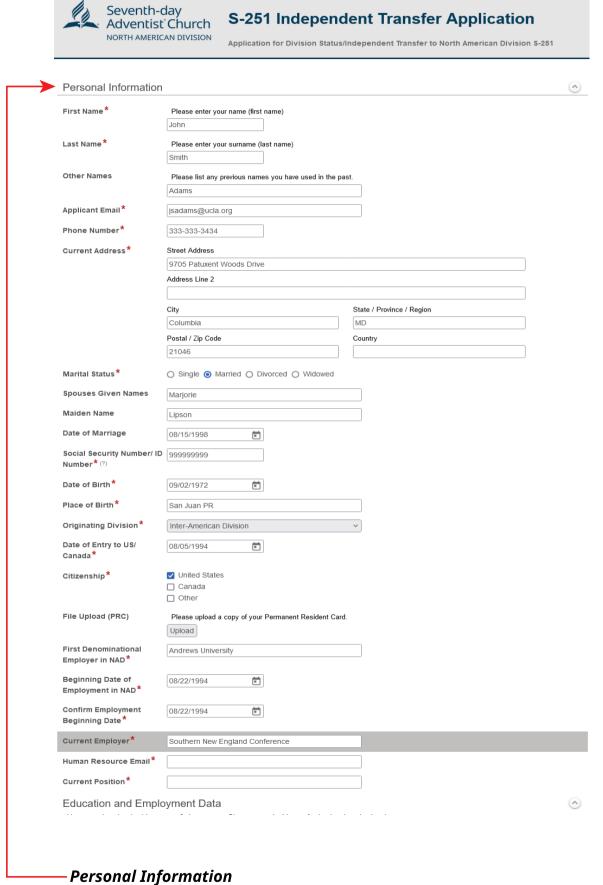
## Form (S-251) Instructions

This form will contain 4 sections.



 Fill in ALL the requested information to the best of your knowledge.

## Form (S-251) Instructions (continued)

- 1 1	List your educational achieve	ements & degrees etc. Give name and address of school and graduation dates.	
	Elementary		
	Secondary		
	College		
	Other		
	Denominational Em	ployment Data prior to coming to North American Division	
	Positio	on Employee Location From Date To Date Organization	
	1		
	Add		
	Additional Documer	ntation	
	Service Record*	Are you able to provide a copy of the original service record from the former Division?	
	service Record	Yes     No	
	If you are transferring to the there is no need to fill out I	te United States and you have <u>not</u> filled out an I-9 form please follow the instructions below. Note: If working it is form.	in Can
	Click on the link below Download this form Fill it out Save copy to your compount Upload it to this applicate		
		pv/sites/default/files/document/forms/i-9-paper-version.pdf	
		Documents  or this information to only be seen by those who have a license. Please upload the following documents: (1). I-9 or A Copy o (if not done up above.) (2). Service Record From Previous Division (3). 2 Forms of Identification (current.)	of the
	Documents*	Choose Files	
	Note: If you have any questions in regards to this form please contact us at independenttransfer@nadadventist.org.		
	Years of Service in the former Division*	Please enter NUMBER (i.e. 7 or 13.5). If you do not know how many years of service you have please contact your originating division.	
	Are you vested in the former Division?* (?)	If you do not know if you are vested please contact your originating division.  Yes  No	
	Signature *	By entering your name below you are confirming that this information is valid.  John Smith	
	Signature*		

 Note: For Division Status folks (those with no former Division service), put a 0 or 1 where you'd put the employment data.

## **Additional Documentation**

 Indicate whether you will provide a copy of your original service record by clicking next to the radio button that states yes or no.

## **Attach Supporting Documents**

- Follow the directions on the form for uploading documents. If they are saved ahead of time to the computer, they will be easier to upload.
- Attach all documentation that has been requested:
  - I-9 or A Copy of the Permanent Residency Card (Canada Only) (Green Card for U.S. workers from other countries.)
  - Service Record from Previous Division if you have a copy already, makes it easier to process the independent transfer
  - 2 Forms of Identification (If you included the I-9 or Permanent Residency Card, one more form of ID is required (Expired forms of identification are not accepted, must be current/up to date.) Upload where indicated within the application.

Review the information that you have provided and click on the submit button once you have completed the form.