

Jewish Community Center of Greater Columbus

APPLICATION FOR EMPLOYMENT

1125 College Avenue * Columbus, OH 43209 * 614.231.2731 * www.columbusjcc.org

EQUAL OPPORTUNITY EMPLOYER It is the policy of the Jewish Community Center of Greater Columbus (JCC) to provide equal opportunity to all qualified applicants in all positions without regard to race, color, sex, religion, national origin, age, marital status or veteran status, the presence of non-job related medical condition or any other legally protected status. This applies to hiring, promotion, compensation, and all aspects of employment.

Print Clearly & Answer All Questions

SECTION I

Date: _____

Name: _____ Social Sec. #: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ 18+? YES NO, if NO, DOB: _____

Email: _____ For which position are you applying? _____

List any skills, qualifications, training, education, experience or machines for this position: _____

Date you can start: _____ Lowest acceptable wage: \$ _____ per _____

Hours are you available to work: Full-Time Part-Time Temporary Days Early Morning Evenings Weekends ALL

Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

SECTION II

Were you previously employed by the JCC? YES NO If YES, when? _____ Which dept? _____

What was your position? _____ Who was your supervisor? _____

Why did you leave? _____

Have you applied for a job at the JCC before? YES NO If YES, when? _____ Position? _____

Do you have any relatives (including in-laws) employed by the JCC? YES NO If YES, name of relative, your relationship & their position: _____

How did you hear about this JCC job opportunity? _____

Have you ever been convicted of a felony? YES NO If YES, when? _____ Explain: _____

(A conviction will be judged on its own merits with respect to the time of occurrence, circumstances and seriousness and will not necessarily disqualify you from consideration for employment by the JCC. You are not required to reveal records, which have been judicially expunged, sealed or eradicated.)

PROFESSIONAL REFERENCES

List two (2) professional references (do not list relatives):

Name Relationship Preferred Phone Number Email

Name Relationship Preferred Phone Number Email

EDUCATION

High School Attended: _____ City & State _____ Highest Grade Completed: _____

Trade School Attended: _____ City & State _____ Major: _____

Degree: _____ Or highest level finished: _____

College Attended: _____ City & State _____ Major: _____

Degree: _____ Or highest level finished: _____

TURN OVER & COMPLETE BACK OF FORM

EMPLOYMENT HISTORY

Are you currently employed? YES NO If YES, why do you want to change? _____

May we contact your current employer? YES NO

LIST YOUR CURRENT EMPLOYER(S) AND ALL FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT. INCLUDE ANY PERIODS OF UNEMPLOYMENT, SELF EMPLOYMENT, MILITARY SERVICE, ETC. INFORMATION IS SUBJECT TO VERIFICATION.

Company Name: _____ Date employed from _____ to _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Wage Rate \$ _____ per _____ Full-Time or Part-Time

Job Duties: _____

Supervisor's Name: _____ Title: _____ Phone #: _____

Reason for Leaving: _____

Company Name: _____ Date employed from _____ to _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Wage Rate \$ _____ per _____ Full-Time or Part-Time

Job Duties: _____

Supervisor's Name: _____ Title: _____ Phone #: _____

Reason for Leaving: _____

Company Name: _____ Date employed from _____ to _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Wage Rate \$ _____ per _____ Full-Time or Part-Time

Job Duties: _____

Supervisor's Name: _____ Title: _____ Phone #: _____

Reason for Leaving: _____

APPLICANTS CERTIFICATION AND AGREEMENT (Please read carefully before signing)

I hereby attest that I am either a citizen of the United States or have a legal right to work in the USA and I understand that if hired, I will be required to offer examination documents proving I am a United States citizen or an alien currently authorized to work in the United States. I also understand that my continued employment is contingent upon my providing the necessary documentation within the prescribed time frames. I also hereby certify, to the best of my knowledge, that the answers given are true and complete. I also understand that if I am employed, false statements, misstatements, misrepresentations, or omission of facts on this application shall be considered sufficient cause for dismissal. Employment shall be "at will" and employment may be terminated at any time with or without cause, and with or without advance notice at the option of either the company or the employee. I understand that no supervisor, manager or other representative of the JCC has any authority to enter into any express or implied contract for employment for any specific periods of time. In making this application for employment it is understood that an investigative consumer report may be prepared whereby information is obtained from former employers, education institutions, credit agencies, references, neighbors and friends. I hereby authorize any former employers, schools, credit agencies, references, neighbors and friends to furnish information about me and in consideration for their willingness to furnish information; I release them from any liability of any kind relating to the furnishing of such information, including any claims for defamation. I understand that if such investigation should reveal a false statement or derogatory reports, I may be disqualified from employment or subsequently dismissed. I agree to a physical examination, if requested, and understand that failure to meet any medical and/or health requirements for the position will prevent my employment with the Jewish Community Center of Greater Columbus. I also understand that employment, for certain positions, is conditional upon successful completion of a substance abuse screening test as part of the company's pre-employment policy.

Applicant's Signature _____

Date _____