

*** **COMPLETE THIS FORM IN FULL;** HR Will Only Process Fully Completed Forms. ***

Employee # (HR Will Assign) _____

SECTION 1 (To Be Completed by JCC Summer Camp Employee)

First Name _____		Last Name _____		Soc. Sec. # _____	Birth Date _____
Street Address _____			City _____	State _____	Zip Code _____
Home Phone (& Area Code) _____		Cell Phone (& Area Code) _____		Email _____	
ON JUNE 11, 2012 I WILL BE: <input type="checkbox"/> 14 YRS OLD <input type="checkbox"/> 15 YRS OLD <input type="checkbox"/> 16 YRS OLD <input type="checkbox"/> 17 YRS OLD <input type="checkbox"/> 18+ YRS OLD					
Gender <input type="checkbox"/> F <input type="checkbox"/> M		EEO Info: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino			
<input type="checkbox"/> New Employee		<input type="checkbox"/> Asian <input type="checkbox"/> Native Indian/Alaska Native <input type="checkbox"/> Two or More Races			
<input type="checkbox"/> Rehired Employee		<input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Choose Not to Disclose			

SECTION 2 (To Be Completed by Camp Director)

Camp <input type="checkbox"/> ARYE <input type="checkbox"/> CHAVERIM <input type="checkbox"/> HOOVER <input type="checkbox"/> ORA <input type="checkbox"/> SHEMESH <input type="checkbox"/> YELADIM
Dates of Employment <input type="checkbox"/> 6/11 – 8/10/12 <input type="checkbox"/> 6/11 – 8/14/12 <input type="checkbox"/> Other _____
Employee Type <input type="checkbox"/> Seasonal <input type="checkbox"/> Current Employee <input type="checkbox"/> Other _____
Total Compensation \$ _____ (TC \$ / # Days Employment Agree) Daily Rate \$ _____
Additional Information _____ _____
Director Name (Printed) _____ Director Signature _____ Date _____

A COPY OF THE EMPLOYEE'S CAMP EMPLOYMENT AGREEMENT MUST BE ATTACHED TO THIS DOCUMENT.

SECTION 3 (To Be Completed By Employee)

Jewish Community Center of Greater Columbus
EMPLOYEE HANDBOOK RECEIPT

This handbook is presented to provide you with information about your employment with The Jewish Community Center of Greater Columbus. It has been prepared as a guide and reference only.

I have received a copy of the most recent Employee Handbook. I understand that it is my responsibility to read it and to understand the policies outlined within it. I also understand that this handbook is not intended to serve as a contract, either expressly or implied, and that the company has the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time at its sole discretion, and that all such changes and additions will be binding upon all employees.

Employee Signature _____ Date _____