

*** **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: ☐ 14 YRS OLD ☐ 15 YRS OLD ☐ 16 YRS OLD ☐ 17 YRS OLD ☐ 18+ YRS OLD

Gender ☐ F ☐ M

EEO Info:

☐ White

☐ Black/African American

☐ Hispanic/Latino

☐ New Employee

☐ Asian

☐ Native Indian/Alaska Native

☐ Two or More Races

☐ Rehired Employee

☐ Native Hawaiian/Pacific Islander

☐ Choose Not to Disclose

SECTION 2 (To Be Completed by Camp Director)

Camp ☐ ARYE ☐ CHAVERIM ☐ HOOVER ☐ ORA ☐ SHEMESH ☐ YELADIM

Dates of Employment ☐ 6/11 – 8/10/12 ☐ 6/13 – 8/14/12 ☐ Other _____

Employee Type ☐ Seasonal ☐ Current Employee ☐ 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 _____