

Jewish Community Center of Greater Columbus

CAMP 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, religion, sex, sexual orientation, gender identity, national origin, age (40 or above), qualified disability, veteran status, the presence of non-job related medical condition or any other legally protected status. This applies to hiring, firing, promotion, compensation, and all other terms, privileges and conditions of employment.

Print Clearly & Answer All Questions

SECTION I

Date: _____

Name: _____

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 _____ Tues _____ 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? _____

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 _____

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 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 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 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, and is conditional upon successful completion of a substance abuse screening test as part of the company's pre-employment policy.

Applicant's Signature _____ **Date** _____

FOR SUPERVISOR USE ONLY

Available Start Date: _____ **Position:** _____ **Hourly Rate:** _____

IF/WHEN YOU OFFER A POSITION TO THE APPLICANT:

HAVE THE NEW HIRE PAYROLL AUTHORIZATION FORM AVAILABLE TO FILL IN. PAYCOM REQUIRES SPECIFIC INFORMATION TO ONBOARD AN EMPLOYEE. THANK YOU, HR DEPARTMENT

CAMP SUPPLEMENTAL QUESTIONS

Applicant Name: _____

Preferred Pronouns: She/Her He/Him They/Them Prefer Not to Answer Other: _____

Applying for Camp:

- Camp Chaverim (1st – 3rd Grade). Must be at least 16 years old by first day of camp.
- Camp Hoover (4th – 8th Grade). Must be 18 years old (or 17 with high school diploma) by first day of camp.
- Camp Arye Inclusion Spclst (children of various ages w/ spcl needs). Must be at least 18 YO by first day of camp.
- I will work where ever I am needed most.

Applying for Position: (check all that apply) Please See Job Descriptions before Choosing:

- Specialist/Senior Counselor: Art, Ropes, Archery, Nature, Music, Sports, Boating: Must be 18 years old (or 17 with high school diploma) by first day of camp. **Ropes course staff will participate in an additional week of training.
 - Applying for Specialty: _____
- Senior Counselor (Group Leader): Must be 18 years old (or 17 with high school diploma) by first day of camp.
- Junior Counselor: Must be at least 16 years old by first day of camp.
- Arye Inclusion Specialist: Must be at least 18 years old by first day of camp.

Available to Work in addition to Staff Week and Camp (June 7th – August 6th). Check all that apply.

- Post Camp: August 8th – 13th After Care: 4:00 pm – 5:30 pm
- AM Bus Rider: 8:00 am – 9:00 am PM Bus Rider: 3:15 pm – 4:00 pm
- I am unsure and would like more information about these options.

The JCC location closest to my home is...

- JCC College Ave (1125 College Avenue, Columbus, OH 43209)
- JCC New Albany (150 E Dublin Granville Rd, New Albany, OH 43054)
- JCC North (6121 Olentangy River Rd, Worthington, OH 43085)
- JCC Hoover Family Park (4290 Walnut St, Westerville, OH 43081)
- I am unsure which is closest to my home.

Why do you want to work at J Camps? _____

OFFICE USE ONLY

- Available to attend Staff Week, June 7th – 10th and June 12th.
- Available to attend all 8 weeks of camp. NOTE: Hiring priority given to applicant that can attend all 8 weeks.
- Camp Swim Policy discussed with applicant. Applicant stated intention to comply.
- COVID-19 Safety Guidelines discussed with applicant. Applicant stated intention to comply.

Interviewer

Date & Time of Interview