



MANDELL JEWISH COMMUNITY CENTER

Employment Application

It is the JCC's policy to ensure equal opportunity to all applicants in the terms and conditions of employment without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, gender, national origin, disabilities, marital status, sexual orientation, gender identity and expression, religious beliefs, age, veteran status, pregnancy, genetic information, status as a qualified medical marijuana user, or any other category protected under federal, state, or local law.

Position(s) applied for: _____ Date: _____

Date available: _____ Days/Hours preferred: _____

Referred by: Advertisement Walk in Website Relative Other: Please Explain

Personal Data:

Last Name: _____ First Name: _____ MI: _____

Preferred Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Telephone: _____ Email: _____

Are you eligible for employment in the United States? yes no

Has any time restriction been placed on your eligibility for employment in the U.S.? yes no

***NOTE:** If hired, you are required by law to submit proof of identity and eligibility in the U.S.

Have you ever been employed by the Mandell Jewish Community Center? yes no

If yes, give name(s) relationship(s):

Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodation? yes no - If no, please describe:

Military Service Data

Have you ever served in the U.S. Armed Forces? yes no

List special skills/abilities acquired:

Education Data

High School: _____ Did you graduate? yes no

Address of school: _____

Type of Degree/Received or expected: _____ Major/Minor fields of study _____

College/University: _____ Did you graduate? yes no

Address of school: _____

Type of Degree/Received or expected: _____ Major/Minor fields of study _____

Graduate School: _____ Did you graduate? yes no

Address of school: _____

Type of Degree/Received or expected: _____ Major/Minor fields of study _____

Other: _____

List any honors or scholarships received: _____

List professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race, religion, national origin, age, disability or other protected status).

References:

List (with address and phone number) the names of three persons whom you have known longer than one year who are familiar with your character, ability or education.

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

3. Name: _____ Phone: _____

Address: _____

Employment Record

Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary. You may refer to a resume if available.

I. Company Name and Address: _____

Position/Title/Duties: _____

Supervisor's Name/Title/Telephone #: _____

Date of Employment - From: _____ To: _____

Reason for Leaving:



Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary. You may refer to a resume if available.

II. Company Name and Address: _____

Position/Title/Duties: _____

Supervisor's Name/Title/Telephone #: _____

Date of Employment - From: _____ To: _____

Reason for Leaving:



Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary. You may refer to a resume if available.

III. Company Name and Address: _____

Position/Title/Duties: _____

Supervisor's Name/Title/Telephone #: _____

Date of Employment - From: _____ To: _____

Reason for Leaving:

Pre-Employment Physical/Testing Notice

The Mandell Jewish Community Center is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) may be required to complete a test for drug and alcohol use, at a site of the Mandell Jewish Community Center's choice. Employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

Applicant's Acknowledgment

I agree to undergo the pre-employment drug/alcohol test. I understand that the results of such a test will be disclosed only to the Mandell Jewish Community Center's Human Resources personnel and others with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with the Mandell Jewish Community Center's policy.

Permission is granted to the Mandell Jewish Community Center or its agency to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release to the Mandell Jewish Community Center and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize the Mandell Jewish Community Center to deduct, to the extent permitted by law, any amount which I may owe to Mandell Jewish Community Center from any amount which the Mandell Jewish Community Center may owe me. I understand that no representative of the Mandell Jewish Community Center has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant

Date

Voluntary Survey

At times, government agencies require periodic reports on the sex, ethnicity, disability, veteran and other protected status of employees and/or applicants. This data is for statistical analysis with respect to the success of the Mandell Jewish Community Center's Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Gender: _____ (fill in the blank)

Ethnic Origin: White Hispanic 2 or more races Black Asian/Pacific Islander Other

Check any of the following that are applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual