



SABES JEWISH COMMUNITY CENTER
APPLICATION FOR EMPLOYMENT

We request the following information to help us make the best possible placement in our organization. We appreciate the time you spend in filling out this application. All portions of this application must be completed. In accordance with local, state and federal laws, we do not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, disability, status with regard to public assistance, or any other protected classification.

PERSONAL INFORMATION (PLEASE PRINT)

Last Name (First) (Middle)

Address (Street) Telephone No.

(City) (State) (Zip) Alternate No.

E-mail address

Have you ever been employed with us before? ____ Yes ____ No

If yes, when and in what dept/position? _____

Are you under 18 years of age? _____ Yes _____ No

Are you legally entitled to work in the United States? _____ Yes _____ No

Have you ever been convicted of, or pled no contest or guilty to, a crime?* ____ Yes ____ No

If yes, state nature of offense, when, where, and the outcome: _____

* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by law.

NOTE: A criminal background check is required for all new hires. Employment will be contingent upon the satisfactory results of this criminal background check and verification of rehire status.

EMPLOYMENT DESIRED

Position for which you are applying; _____

Compensation expected: \$_____ per _____

What days of the week can you work? Circle: M T W Th F Sat Sun

What hours can you work? _____

If your application is considered favorably, on what date can you start work? _____

How did you learn of this position? _____

EDUCATION

Education	School Name	Address	No. of Yrs. Attended	Degree Received	Major
High School					
College					
Graduate					
Other					

List any professional licenses, certification or designations that you believe may pertain to the position for which you are applying: _____

CIVIC OR VOLUNTEER PARTICIPATION

List any civic or volunteer work that you believe may pertain to the position for which you are applying:

REFERENCES

List three people who are not related to you that you would use as a personal reference.

Phone Number

Phone Number

Phone Number

FORMER EMPLOYERS

List in order all employers for the past 10 years, current employer first. Please include a personal address for any gaps in employment greater than 3 months. If you feel additional employment history related to the position for which you are applying or if you need additional space to complete, attach an additional sheet. **DO NOT WRITE "SEE RESUME" – please complete as indicated.**

Dates	Name and Address of Employer	Job Title Duties	Pay Rate	Specific Reasons for Leaving
From: //_	_____	_____	From:	_____
To: //_				
	Telephone:	Supervisor:		_____
				May we contact them?
From: //_	_____	_____	From:	_____
To: //_				
	Telephone:	Supervisor:		_____
				May we contact them?
From: //_	_____	_____	From:	_____
To: //_				
	Telephone:	Supervisor:		_____
				May we contact them?
From: //_	_____	_____	From:	_____
To: //_				
	Telephone:	Supervisor:		_____
				May we contact them?

AUTHORIZATION TO OBTAIN RECORDS AND INFORMATION

I certify that all the information contained in this application is correct. I understand that falsification of any information I provide in the hiring process may result in disqualification from further consideration or dismissal from employment. I agree to provide any further information or authorization the Sabes Jewish Community Center may require to complete the evaluation of my placement.

I understand that my employment with Company is conditioned upon a satisfactory background investigation, including a reference check, verification of rehire eligibility, employment, education and criminal background check. I understand that this information is used for safety and security assurance for the Sabes JCC, its members, participants, and members of the public.

I understand that the personal information provided in my employment application may be used to obtain information for Company from my former employers or references regarding my employment history, character, honesty, unlawful drug use, or workplace violence. This investigation may include information obtained through personal interviews regarding my character and conduct.

I authorize the Sabes JCC to verify any information I have provided in my employment application, including my educational background.

A photocopy of this authorization will be considered as valid as the original. This authorization shall expire one year from the date of my signature.

Signature

Date

Printed Name
