

Please Print legibly

Date: _____

Name: _____

Current Address: _____

Place of Residence (If different):

Address: _____

Business Telephone: _____ Home Phone: _____

E-Mail Address: _____ Cell Phone: _____

Employment Desired

Position you are applying for: _____

Are you applying for (✓): Full Time _____ Part Time _____ Temporary Work _____ Seasonal _____

What days and hours are you available to work: _____ Unavailable: _____

Desired Wages: _____

Personal Information

Have you ever applied to, or worked for, the APJCC before? (✓) Yes _____ No _____

If so, when? _____

Do you have friends or relatives working for the APJCC? (✓) Yes _____ No _____

If so, state their name and relationship: _____

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

If hired, would you have a reliable means of transportation to and from work? (✓) Yes _____ No _____

Are you at least 18 years of age? (✓) Yes _____ No _____

If under 18, please provide the name and address of parent or guardian: _____

(If under 18, hire is subject to verification that you are of minimum legal age)

If hired, can you present evidence of your legal right to live and work in this country? (✓) Yes _____ No _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? (✓) Yes _____ No _____

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination.)

The Addison-Penzak Jewish Community Center (APJCC) is an equal opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, religion, color, sex, national origin, age (40 and over), disability, sexual orientation, gender identity, marital status, military or veteran status, genetic information, or any other basis protected by applicable federal, state, or local laws. The APJCC also prohibits harassment of applicants or employees based on these protected categories. It is also, the APJCC's policy to comply with all federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.

APPLICATION FOR EMPLOYMENT

Education, Training and Experience

School	Name and Address	# of Years Completed	Did you graduate?	Degree or Diploma?
High School			Yes ___ No ___	
			Yes ___ No ___	
College/University			Yes ___ No ___	
Graduate Studies			Yes ___ No ___	
Vocational/Business			Yes ___ No ___	

Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at the APJCC?
If so, please explain:

Answer the following questions if you are applying for a professional position

Are you licensed and/or certified for the job applied for? (✓) **Yes**___ **No**__

Name of license and/or certification: _____

Issuing State: _____ License and/or certification number: _____

Has your license or certification ever been revoked or suspended? (✓) **Yes**__ **No**__

If yes, state reason(s), date of revocation or suspension and date of reinstatement: _____

Employment History

Are you currently employed? (✓) **Yes**__ **No**__

May we contact your past and current employer(s)? (✓) **Yes**__ **No**__

APPLICATION FOR EMPLOYMENT

List below your three most recent employers starting with your most recent/current employer. You must complete this section if not attach a current resume.

Name of Employer: _____
 Address: _____

Type of business: _____ Telephone #: (____) _____

Your supervisor's name: _____ Position and Duties: _____

Reason for leaving: _____

Employment from: __/__/__ to __/__/__ May we contact this employer for a reference? _____

Name of Employer: _____
 Address: _____

Type of business: _____ Telephone #: (____) _____

Your supervisor's name: _____ Position and Duties: _____

Reason for leaving: _____

Employment from: __/__/__ to __/__/__ May we contact this employer for a reference? _____

Name of Employer: _____
 Address: _____

Type of business: _____ Telephone #: (____) _____

Your supervisor's name: _____ Position and Duties: _____

Reason for leaving: _____

Employment from: __/__/__ to __/__/__ May we contact this employer for a reference? _____

Personal Reference

Name	E-Mail	Phone#	Relationship	Years Known

APPLICATION FOR EMPLOYMENT

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Addison-Penzak JCC to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to Addison-Penzak JCC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Addison-Penzak JCC, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Addison-Penzak JCC. In addition, I understand Addison-Penzak Jewish Community Center is an at-will Employer and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Addison-Penzak JCC, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Addison-Penzak JCC's designated representative.

_____ Should a search of public records be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by Addison-Penzak JCC unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by Addison-Penzak JCC will only be used to the extent allowed by federal, state, or local law.

_____ I waive receipt of a copy of any public record described in the paragraph above.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

_____ All employment offers made by Addison-Penzak JCC are contingent on successfully passing a fingerprinting and cleared background check via LiveScan at the JCC cost.

Applicant Signature: _____ Date: _____