



Carole and Marcus Weinstein Jewish Community Center
 The Harry & Jeanette Weinberg Campus
 5403 Monument Avenue
 Richmond, VA 23226
 804.285.6500 • weinsteinjcc.org

Application for Employment

PLEASE TYPE OR PRINT IN INK

*Application must indicate specific position you are interested in

PERSONAL DATA

Date of Application _____

1. Position applying for: _____
2. Indicate source from which you learned of this position _____
3. Name _____ Social Security Number _____ - _____ - _____
 (Last) (First)
4. Address _____
 (Street) (City) (State) (Zip) (County)
5. Previous _____
 (Street) (City) (State) (Zip) (County)
6. Phone Number () _____ - _____ Email _____
7. Are you under 18 years of age? Yes No If yes, state date of birth _____ / _____ / _____
 (month) (Day) (Year)
8. Are you legally eligible for employment in the U.S.? Yes No

AVAILABILITY

9. Complete Availability: Full Time Part Time Date Available _____

PLEASE INDICATE HOURS AVAILABLE

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Do you have your own transportation? Yes No

EDUCATION AND TRAINING

10.	High School	College/University	Graduate/Professional
School Name And Address	_____ _____ _____	_____ _____ _____	_____ _____ _____
Years Completed: Circle	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree	_____	_____	_____
Describe Course of Study	_____ _____	_____ _____	_____ _____

Special Qualifications (Include Active Technical, Professional Licenses and Numbers, Academic or Professional Awards)

Foreign Language(s) Spoken _____ Read _____
 Clerical/Machine Skills: Typing _____ W.P.M. Computer

Other _____

IN CASE OF EMERGENCY, Please Notify

Name _____ Address _____
Work Phone () _____ Home Phone () _____

EMPLOYMENT HISTORY

11. In the space provided below, please print your Employment History, beginning with your present employer and list all positions held, including military, part time, summer and any periods of unemployment. AN EXPLANATION OF ANY PERIOD OF UNEMPLOYMENT MUST BE INCLUDED in item #20. If more space is required, please attach an additional sheet utilizing the same format.

May we contact employers listed below Yes No

If no, mark with an asterisk (*) those you do not wish us to contact.

A. DISMISSALS and/or FORCED RESIGNATIONS: Have you ever been dismissed or asked to resign from any position?
 Yes No (If yes, please explain further in item #20).

B. Name of Employer _____ From _____ To _____
(Month) (Year) (Month) (Year)

Address _____
Phone Number _____ Beginning Salary _____ Final Salary _____
Job Title _____ Average Hours per Week _____
Name & Title of Supervisor _____ Phone Number _____
Briefly describe your position and duties _____

Reason(s) you left, or would like to leave _____

C. Name of Employer _____ From _____ To _____
(Month) (Year) (Month) (Year)

Address _____
Phone Number _____ Beginning Salary _____ Final Salary _____
Job Title _____ Average Hours per Week _____
Name & Title of Supervisor _____ Phone Number _____
Briefly describe your position and duties _____

Reason(s) you left, or would like to leave _____

D. Name of Employer _____ From _____ To _____
(Month) (Year) (Month) (Year)

Address _____
Phone Number _____ Beginning Salary _____ Final Salary _____
Job Title _____ Average Hours per Week _____
Name & Title of Supervisor _____ Phone Number _____
Briefly describe your position and duties _____

Reason(s) you left, or would like to leave _____

E. Name of Employer _____ From _____ To _____
(Month) (Year) (Month) (Year)

Address _____
Phone Number _____ Beginning Salary _____ Final Salary _____
Job Title _____ Average Hours per Week _____
Name & Title of Supervisor _____ Phone Number _____
Briefly describe your position and duties _____

Reason(s) you left or would like to leave:

12. CRIMINAL (INCLUDING TRAFFIC) RECORD: Have you ever been convicted of a crime or traffic offense?

Yes No If yes, please explain further in item #20, giving information including date of conviction, what the conviction was for, any penalty imposed and circumstances explaining the situation. Any conviction must be noted and will be evaluated along with information available to the Jewish Community Center. A conviction record will not necessarily be a bar to employment. (Please note that by signing this application you authorize the Jewish Community Center to obtain criminal record information from law enforcement authorities.)

13. Has your privilege to operate a motor vehicle ever been denied, suspended or revoked?

Yes No (If yes, please explain further in item #20)

Please list all unexpired-expired licenses and permits

State	License Number	Type (Class, Chauffeur, Etc.)	Expiration Date

14. Please indicate the minimum salary you would accept \$ _____ per year or per hour.

15. Have you ever been a Jewish Community Center employee? Yes No

If yes, previous dates of employment: from _____ / _____ to _____ / _____

Position: _____ Department: _____

16. Do you have any friends or relatives working for the Jewish Community Center? Yes No

(If yes, please list name, relationship, position and title in Item #20.)

17. Are you known to references by another name? Yes No If yes, what name _____

18. Do you have any existing condition(s) which would interfere with satisfactorily performing the job for which you are applying?
 Yes No If yes, please explain in item #20. (Ex. any condition that would interfere with lifting or standing for extended periods of time, etc.)

References

19. List three persons not related to you by blood or marriage who have not already been listed in the Employment History Section who can comment on your education and/or work experience.

Full Name	Complete Home Address	Occupation	Home Phone/Office Phone

ADDITIONAL COMMENTS

20. Write in left column the question number to which additional information and comments apply. (If more space is required, please attach an additional sheet utilizing the same format.)

Question Number	Supporting Comments

AGREEMENT

Applicant, please read and sign the agreement below:

OUR EMPLOYMENT POLICY: Equal opportunity for all without unlawful discrimination because of race, color, religion, sex, national origin, age or handicap, providing the handicap with reasonable accommodation does not prevent the employee from performing the assigned duties required.

"I agree, if employed, to observe the rules of the Jewish Community Center and to perform satisfactorily whatever duties may be assigned to me. I understand that my final acceptance and continuance of my employment are dependent upon the results of a satisfactory probationary period and acceptable replies from references."

"By my signature below, I confirm that I have not withheld any information requested and that the statements I have made are true and correct to the best of my knowledge. I understand that any misrepresentation of facts on this application is sufficient cause for dismissal. I also authorize the Jewish Community Center to verify the statements made on this application by investigation as deemed advisable, and if I am applying for a position which involves responsibility for or access to sums of money or valuable equipment, to obtain credit reports including, but not limited to information as to my character, general reputation and personal characteristics, from a credit bureau in connection with this application. I further understand that any future employment is contingent upon the truth of the statements made herein and upon satisfactory reference checks and other investigations."

"I further understand that any offer of employment is contingent on my providing and signing documents that demonstrate and certify my eligibility to work in the United States in compliance with the Immigration Reform & Control Act of 1986."

"I understand that nothing contained in this employment application or in the Jewish Community Center's Employee Handbook or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and the Company retains a similar right."

"In addition, I agree that if upon termination of employment I owe the Jewish Community Center any money, the amount owed may be deducted from any sums due me from the Company and I agree to reimburse the Company any additional amount due within thirty (30) days from termination."

"Company policies and rules are subject to change at any time, at the Company's sole discretion. In the event of any dispute between me and the Company it is agreed that Virginia law will apply."

"By my signature below, I authorize the Jewish Community Center TO OBTAIN INFORMATION FROM THE APPROPRIATE DEPARTMENTS OF MOTOR VEHICLES concerning my driving record as necessary AND TO ALSO OBTAIN CRIMINAL RECORD INFORMATION FROM APPROPRIATE LAW ENFORCEMENT AUTHORITIES. If any additional forms are necessary to sign to permit the Jewish Community Center to obtain such information. I agree to sign them upon request and as a condition of my being employed or being further considered for employment."

Signature of Applicant _____ Date _____
Birthdate ____/____/____ (To be used for consumer reporting agency's use only.)
(month) (day)

AN EQUAL OPPORTUNITY EMPLOYER

↓APPLICANT - DO NOT COMPLETE THIS SECTION ↓

FOR OFFICE USE ONLY			
Employed <input type="checkbox"/>	Re-Employed <input type="checkbox"/>	Employee Number _____	Supervisor _____
Birthdate ____/____/____	EEO Code _____	M <input type="checkbox"/>	F <input type="checkbox"/>
Starting Date ____/____/____	Weekly Hours _____	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
Position _____	Actual Marital Status _____	Seasonal <input type="checkbox"/>	
Number of Tax Exemptions _____	Single <input type="checkbox"/>	Married <input type="checkbox"/>	
Training Location _____	FEDERAL _____	STATE _____	
<input type="checkbox"/> No Opening	<input type="checkbox"/> Offer extended but rejected	<input type="checkbox"/> Could not Locate applicant	<input type="checkbox"/> Offer extended and hired
<input type="checkbox"/> Hold for future opening	Name badge _____	Uniform _____	