



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

Application for Employment

Please complete all fields.

Please indicate the specific position for which you are applying.

PERSONAL DATA

1. Position Applying For: _____
2. How did you hear about this position: _____
3. Name: _____
Last First
4. Address: _____
Street Address City State Zip County
5. Previous: _____
Street Address City State Zip County
6. Phone Number: _____ Email: _____
7. Are you under 18 years of age? Yes No If yes, are you under 16 years of age? Yes No
Applicants under age 16 may be required to complete additional employment documentation before beginning work.
8. Are you legally eligible for employment in the U.S.? Yes No

EMPLOYMENT TYPE

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

AVAILABILITY

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Do you have reliable transportation and a valid driver's license? Yes No

10.

EDUCATION AND TRAINING

	High School	College/University	Graduate/Professional
School Name and Address			
Years Completed (Select)	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: _____

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. Please complete this section or attach a current résumé with equivalent employment history.

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: _____

Job Title: _____ Average Hours per Week: _____

Name and title of Supervisor: _____ Phone Number: _____

Briefly describe your position and duties:

Reason for leaving (or reason for seeking a new opportunity): _____

- C. Name of Employer: _____ From: _____ to _____
Month/Year Month/Year

Address: _____

Phone Number: _____

Job Title: _____ Average Hours per Week: _____

Name and title of Supervisor: _____ Phone Number: _____

Briefly describe your position and duties:

Reason for leaving (or reason for seeking a new opportunity): _____

- D. Name of Employer: _____ From: _____ to _____

Address: _____

Phone Number: _____

Job Title: _____ Average Hours per Week: _____

Name and title of Supervisor: _____ Phone Number: _____

Briefly describe your position and duties:

Reason for leaving (or reason for seeking a new opportunity): _____

- E. Name of Employer: _____ From: _____ to _____

Address: _____

Phone Number: _____

Job Title: _____ Average Hours per Week: _____

Name and title of Supervisor: _____ Phone Number: _____

Briefly describe your position and duties:

Reason for leaving (or reason for seeking a new opportunity): _____

12. **CRIMINAL HISTORY:** 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 Weinstein JCC. A conviction record will not necessarily be a bar to employment (Please note that by signing this application you authorize the Weinstein JCC 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 licenses and permits:

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

14. Desired Hourly Rate or Salary (Optional): \$_____ per hour per year

15. Have you ever been a Weinstein JCC employee? Yes No

If yes, previous dates of employment: From: _____ to _____
Month/Year Month/Year

Position: _____ Department: _____

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

If yes, please list name, relationship, position, and title in item #20

17. Have you previously worked or attended school under another name? (If yes, please specify.) Yes No

Name: _____

18. Do you have any condition that would prevent you from performing the essential functions of the position, with or without reasonable accommodation? Yes No

If yes, please explain further 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/OFFICE PHONE

ADDITIONAL COMMENTS

20. Include which question numbers to which additional information and comments apply. (If more space is required, please attach an additional sheet utilizing the same format.

Equal Employment Opportunity

The Weinstein JCC is an Equal Opportunity Employer. We provide equal employment opportunities to all applicants and employees without unlawful discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic under applicable law.

Applicant Certification

By signing below, I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any omission, misrepresentation, or falsification of information may result in my removal from consideration for employment or, if hired, termination of employment.

Authorization to Verify Information

I authorize the Weinstein JCC to verify the information contained in this application, including employment history, education, professional licenses, references, and other information relevant to my qualifications for employment. If applicable to the position, I also authorize the Weinstein JCC to obtain consumer or credit reports when permitted by law and when job-related.

Background & Motor Vehicle Record Checks

I understand that employment may be contingent upon satisfactory background screenings appropriate for the position. I authorize the Weinstein JCC to obtain criminal history information and, when driving is a requirement of the position, motor vehicle records from the appropriate agencies. I agree to complete any additional authorization forms required for these screenings.

Employment Eligibility

If offered employment, I understand I must provide documentation establishing my identity and authorization to work in the United States in accordance with federal law.

At-Will Employment

I understand that this application, any interview, the Employee Handbook, or any other communication does not constitute a contract of employment. If employed, my employment will be at will, meaning either I or the Weinstein JCC may terminate the employment relationship at any time, with or without notice, subject to applicable law.

Policies & Financial Obligations

I understand that, if employed, I am expected to follow all Weinstein JCC policies and procedures, which may be revised from time to time. I further understand that any outstanding financial obligations I owe to the Weinstein JCC at the time of separation may be deducted from amounts due to me to the extent permitted by law.

I certify that I have read, understand, and agree to the statements above.

Signature of Applicant: _____

Printed Name: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER