



Application for Employment



*Jewish Community Center of the Greater Palm Beaches
8500 Jog Road, Boynton Beach, FL 33472 • (561)740-9000
5221 Hood Road, Palm Beach Gardens, FL 33418 • (561)712-5200*

JEWISH COMMUNITY CENTER OF THE GREATER PALM BEACHES
APPLICATION FOR EMPLOYMENT

The Jewish Community Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, marital or familial status, or other protected status.

INSTRUCTIONS: ANSWER ALL QUESTIONS ACCURATELY AND COMPLETELY. Print "N/A" in any space that does not apply to you. INCOMPLETE APPLICATIONS ARE CONSIDERED WITHDRAWN.

Position applied for _____ Date _____

Last Name _____ First _____ M.I. _____

Current Address _____ City _____ State _____ Zip _____ How Long? _____

Previous Address _____ City _____ State _____ Zip _____ How Long? _____

Home Phone # (____) _____ Social Security # _____

Cell Phone # (____) _____ Email Address _____

Are you 16 years of age or older? Yes No Are you available for full time employment? Yes No

Have you ever applied with the Jewish Community Center? Yes No
If yes, when? _____

Have you been previously employed by the Jewish Community Center? Yes No
If yes, when? _____

For which job(s) are you applying? _____

Give names and positions of any relatives, including in-laws, who work for this company: _____

Please indicate hours and shifts or days you will not work: _____

What are your salary requirements? _____

List any job related skills or qualifications that support your application: _____

Have you ever been convicted of, or plead guilty or *nolo contendere* to a crime? Yes No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? Yes No

If the answer to either question is yes, please explain (state the date, type of crime, place of occurrence, disposition): _____

***Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.**

Have you ever been discharged or requested to resign from a position? Yes No

If so, explain : _____

EDUCATION

Level	Name	Major	Circle Highest Grade Completed	Degree/ Diploma/GED
High School			9 10 11 12	
College			1 2 3 4	
Other			1 2 3 4	

Professional Licenses: _____

Do you have any special computer or technical skills and training? _____

PROFESSIONAL EMPLOYMENT

(List all employment since high school, the most recent job first. Attach additional sheets if necessary.
Include periods of unemployment, self-employment and military service.)

Dates Employed mo/yr-mo/yr	Company Name & Address	Phone #	Position/ Supervisor	Reason for Leaving	Start & End Salary
1.					
2.					
3.					
4.					
5.					
6.					
7.					

May we contact your present employer? Yes No

Please identify any exceptions and/or reasons for not contacting prior employers: _____

PERSONAL REFERENCES

(Do not list relatives or previous employers)

Name	Address	Phone #	Occupation	Years Known
1.				
2.				
3.				

PLEASE READ CAREFULLY
JOB APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION
TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that the Jewish Community Center will attempt to verify statements made on my application and made during my employment interview. When contacted by the Jewish Community Center I give permission for my former employers and others to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of the Jewish Community Center's review of this application I agree to release, indemnify and hold harmless all persons and other entities (third parties) providing the information requested by the Jewish Community Center, their agents, officers or employees. I also agree to release, indemnify and hold harmless the Jewish Community Center and their agents, officers and employees from any and all liability in connection with its conducting such investigation as it deems appropriate and the use of the information received from Third Parties. I understand that my failure to sign this reference release so that the Jewish Community Center can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment. I further agree to hold harmless and indemnify the Jewish Community Center, and its agents, officers and employees from any and all liability that may be caused by the Jewish Community Center relying on Inaccurate Information.

I understand that the Jewish Community Center requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment form may be considered sufficient cause for dismissal, if and when discovered. The use of this application blank does not indicate there are positions open and does not in any way obligate the Jewish Community Center.

I authorize personal references as well as developed references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to the Jewish Community Center and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, the Jewish Community Center must first obtain my written consent in a disclosure separate from this application. I understand that the Jewish Community Center shall treat all this information in a confidential manner.

I understand that if I am employed by the Jewish Community Center, I must conform to the rules of the Jewish Community Center. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that the Jewish Community Center has a similar right. I understand my employment by the Jewish Community Center does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by the Jewish Community Center. I understand that no one other than the Executive Director of the Jewish Community Center has authority to make any other agreement.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. I also understand that I may be required to submit to a medical evaluation. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon the Jewish Community Center's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the Jewish Community Center, and/or its customers and employees, may be available to me and that this information must not be disseminated or used except for the Jewish Community Center's benefit. If employed, I agree to keep all information about the Jewish Community Center, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the Jewish Community Center.

Complete Signature of Applicant

Date

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you. Applications will not be considered active after 90 days from date of application unless renewed, in writing, by the applicant at this location.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED



Personal Reference Form

TO BE COMPLETED BY APPLICANT:

Note to the Applicant: This recommendation form is **not** to be completed by a relative of the applicant. Where possible we request that a **teacher or former employer**, familiar with your character and values, complete this form.

Applicant Name: _____

Applicant Address: _____
City, State/Province _____ Zip/Postal Code _____

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY RESPONDENT:

Note to the Respondent: The individual whose name appears above has applied for employment with the Mandel Jewish Community Center of the Palm Beaches. Your appraisal of this applicant will assist us in completing our hiring requirements. Please respond concisely to the following questions. Your honest evaluation is appreciated.

How long have you known the applicant? _____

How well do you know the applicant (*check one of the following*)?

- Know well through personal contact.
- Know fairly well through office/classroom/work.
- Have general acquaintance; do not know personally.

What are the applicant's talents and strengths and how has he/she applied these talents to employment, the community and/or school activities?

Personal Characteristics: Please check the appropriate boxes that apply to this applicant.

	Excellent	Good	Average	Poor
Motivation				
Leadership				
Concern for others				
Integrity				

Are there any factors, either positive or negative, that may affect his/her employment with the JCC?

Additional comments:

Respondent Name: _____ Phone: _____

Respondent Address: _____
City, State/Province _____ Zip/Postal Code _____

Respondent Signature: _____ Date: _____



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