



Application for Employment

JCC HOUSTON IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, creed, religion, sex, age, disability or national origin or any other classification protected by law.

Personal Information

Name			
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Are you under 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you are under 18 years of age, can you provide required proof of eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a U.S. citizen or authorized to work in the U.S.? (Note: All new hires will be required in accordance with federal law to prove eligibility to work in the U.S.) Yes <input type="checkbox"/> No <input type="checkbox"/>			
Home Phone Number		Cell Phone Number	

Employment Desired

Position	Hours Available?	Full-time or Part-time work?
Are You Currently Employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, may we inquire of your present employer? If yes, please provide contact info. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever applied to this JCC before? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when?	Have you ever worked for a JCC before? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which one?	Salary Requirements

Name & Location of School

	Course of study	Years completed	Degree, Diploma or Equivalent
High School			
College			
Trade, Business or Correspondence School			
Graduate School			

Special Skills- Special training/skills/experiences relevant to the position for which you are applying



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Former Employers (List below your last four employers, starting with the most recent. Attach an additional sheet or resume, if needed)

Date: Month & Year	Employer Name, Address & Phone	Salary	Position	Reason for Leaving
From				
To				
Major job responsibilities:		May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and phone of former supervisor:		
From				
To				
Major job responsibilities:		May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and phone of former supervisor:		
From				
To				
Major job responsibilities:		May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and phone of former supervisor:		
From				
To				
Major job responsibilities:		May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and phone of former supervisor:		

References

List the names and phone numbers of three persons who can comment on your ability to perform the job to which you are applying. One reference must be a family member.

NAME	PHONE/ALT. PHONE	RELATIONSHIP TO YOU

All applicants (18yrs and older) are required to undergo a criminal background check.

Have you been convicted of a crime or offense of any kind? Yes No

(Note: You need not list any conviction that has been expunged, sealed or statutorily eradicated. A conviction record will not necessarily bar an applicant from employment. Factors such as relation to the job, age and time of offense, seriousness and nature of violations, and efforts at rehabilitation will be taken into account).

If yes, specify:



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1. Please rank the following in order of importance as they relate to your career (1= most important; 7=least important):
 Advancement ___ Benefits ___ Challenge ___ Location ___ Money ___ Recognition ___ Security ___

2. What do you like most about your present/most recent job? _____

3. What do you like least about your present/most recent job? _____

4. Please describe in sentence form three of your most significant personal qualities that you would wish known by a
 future employer: _____

Applicant Statement

I hereby affirm that the information on this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I also understand that any misstatement, falsified information, or omission deemed significant by Jewish Community Center of Houston may disqualify me from further consideration for employment and/or may be considered justification for discharge if discovered after an offer of employment has been extended to me. **Initial** _____

I expressly authorize, without reservation, the Jewish Community Center of Houston, its representatives, employees or agents, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive all rights and claims I may have regarding the JCC, and any such representatives, employees or agents, for seeking, gathering and using such information in the employment process and all other persons, corporations, and organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. **Initial** _____

I understand that, prior to an offer of employment, the JCC has a policy of conducting a criminal background check. **Initial** _____

I understand that the Jewish Community Center of Houston is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, creed, religion, sex, age, disability or national origin. The JCC will give this application every reasonable consideration. However, in accepting it, the JCC makes no commitment of employment to the applicant. **Initial** _____

In the event that an offer of employment is extended by the JCC and accepted by me, I understand that such offer will not bind either of us to any specific period of employment. Furthermore, I understand that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of the JCC or myself. I understand that no representative of the JCC has authority to make any oral or written promises to me which imply that I will be employed under any other terms than those stated herein. **Initial** _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. **Initial** _____

In the event of employment, I will comply with all of the rules, regulations, policies and practices of the Jewish Community Center of Houston as set forth in the JCC's policy manual or other communications distributed to employees. I understand that my compliance with JCC policies is a condition of my continued employment. **Initial** _____

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

 Signature of Applicant

 Date