



# MANDELL JEWISH COMMUNITY CENTER

## Employment Application

It is the policy of the Mandell Jewish Community Center to consider all applications without regard to race, color, religious creed, sex, age, marital status, national origin, gender identity or expression, ancestry, disability, or veteran status or any other basis protected by applicable federal, state or local laws.

**Please complete all items and print in ink.**

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Date available: \_\_\_\_\_ Days/Hours preferred: \_\_\_\_\_

Salary requirements: \_\_\_\_\_

Referred by:  Advertisement  Walk in  Website  Relative  Other: Please Explain

**Personal Data:**

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Name

\_\_\_\_\_  
(Last) (First) (MI) (Home Telephone)

Address:

\_\_\_\_\_  
(Street) (apt. #) (Cell Telephone)

\_\_\_\_\_  
(City) (State) (Zip) (Email)

NOTE: If under the age of 18, working papers are required for employment.

Are you eligible for employment in the United States?  yes  no

Has any time restriction been placed on your eligibility for employment in the U.S.  yes  no

**\*NOTE:** If hired, you are required by law to submit proof of identity and eligibility in the U.S.

Have you ever been employed by the Mandell Jewish Community Center?  yes  no

If yes, give name(s) relationship(s): \_\_\_\_\_

Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodation?  yes  no If no, please describe: \_\_\_\_\_

**Military Service Data**

Have you ever served in the U.S. Armed Forces? [ ] yes [ ] no If yes, please give dates of service:

From: \_\_\_\_\_ To: \_\_\_\_\_

List special skills/abilities acquired: \_\_\_\_\_

**Education Data**

Name & address of school	Did you graduate?	Type of Degree/ diploma Received or expected	Major/ Minor fields of study
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High School

College/University

Graduate School

Other

List any honors or scholarships received: \_\_\_\_\_

List professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race, religion, national origin, age, disability or other protected status).

**References:**

List (with address and phone number) the names of three persons whom you have known longer than one year who are familiar with your character, ability or education.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Employment Record:**

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Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary. You may refer to a resume if available.

I. \_\_\_\_\_  
Company Name and Address

\_\_\_\_\_

Position/Title/Duties

Supervisor's Name/Title/Telephone #: \_\_\_\_\_

Date of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

II. \_\_\_\_\_  
Company Name and Address

\_\_\_\_\_

Position/Title/Duties

Supervisor's Name/Title/Telephone #: \_\_\_\_\_

Date of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

III. \_\_\_\_\_  
Company Name and Address

\_\_\_\_\_

Position/Title/Duties

Supervisor's Name/Title/Telephone #: \_\_\_\_\_

Date of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Pre-Employment Physical/Testing Notice:**

The Mandell Jewish Community Center is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) may be required to complete a test for drug and alcohol use, at a site of the Mandell Jewish Community Center's choice. Employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

**Applicant's Acknowledgement:**

I agree to undergo the pre-employment drug/alcohol test. I understand that the results of such a test will be disclosed only to the Mandell Jewish Community Center's Human Resources personnel and others with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with the Mandell Jewish Community Center's policy.

Permission is granted to the Mandell Jewish Community Center or its agency to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release to the Mandell Jewish Community Center and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize the Mandell Jewish Community Center to deduct, to the extent permitted by law, any amount which I may owe to Mandell Jewish Community Center from any amount which the Mandell Jewish Community Center may owe me. I understand that no representative of the Mandell Jewish Community Center has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

**I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be cause for rejection of my application or termination of my employment at any time.**

I have read, understand, and by my signature consent to these statements.

\_\_\_\_\_  
Signature of Applicant Date

**Voluntary Survey:**

At times, government agencies require periodic reports on the sex, ethnicity, disability, veteran and other protected status of employees and/or applicants. This data is for statistical analysis with respect to the success of the Mandell Jewish Community Center's Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Sex:  Male  Female  
Ethnic Origin:  White  Hispanic  2 or more races  
 Black  Asian/Pacific Islander  Other

Check any of the following that are applicable:  
 Vietnam Era Veteran  Disabled Veteran  Disabled Individual