JCC INDIANAPOLIS employment application

The JCC is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin or any other basis prohibited by law unless such basis constitutes *bona fide* occupational qualification. The JCC will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of application _____ Social Security number _____-_____-_____

PLEASE PRINT

Name _____
Last First Middle

Address _____ City _____ State _____ ZIP _____

Telephone _____ Email _____

If you have resided at your present address less than three years, list your prior address:

Address _____ City _____ State _____ ZIP _____

Position desired _____ Salary expected _____

Availability for work: ☐ Full-time ☐ Part-time ☐ Temporary
☐ On call ☐ Overtime ☐ Any shift

On what date would you be available to work? _____

Are you on layoff from and subject to recall by another employer? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If yes, give date(s) _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date(s) _____

Do you have any relatives or friends who are employed here? ☐ Yes ☐ No

If yes, please list them by name and relationship _____

_____

Why are you applying for a position at the JCC? _____

_____

_____

Why do you think you would make a valuable employee of the JCC? _____

_____

_____

_____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?

☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction? (A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense and job responsibilities and duties. **However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination if subsequently discovered.**)

☐ Yes ☐ No If yes, state the nature of the conviction or plea, the date and explain.

_____

_____

_____

Name of person to notify in case of emergency _____

Address _____ City _____ State _____ ZIP _____

Emergency phone _____

education

type of school	name of school city & state	number of years completed	graduate?		course pursued/ degree granted
			yes	no	
High school					
College/university					
Business/trade/ technical/ correspondence school or college					

Special job-related skills, software and qualifications acquired from education, employment, volunteer work or military service:

_____

_____

_____

_____

Specific skills or office machines, tools, machinery or other equipment on which you are trained that will be helpful in performing the responsibilities of the position(s) for which you are applying:

_____

_____

_____

_____

references

Please include two professional and one personal (family) reference:

_____ ( ) _____
Name Address Phone

_____ ( ) _____
Name Address Phone

_____ ( ) _____
Name Address Phone

employment history

Starting with your present or most recent job, list all your employment experience for at least the last 15 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment dates:	Kind of work performed:
	From	
Address	To	
Telephone ( )	Salary/hourly rate:	Reason for leaving:
Job title	Starting	
Immediate supervisor	Final	
Employer	Employment dates:	Kind of work performed:
	From	
Address	To	
Telephone ( )	Salary/hourly rate:	Reason for leaving:
Job title	Starting	
Immediate supervisor	Final	
Employer	Employment dates:	Kind of work performed:
	From	
Address	To	
Telephone ( )	Salary/hourly rate:	Reason for leaving:
Job title	Starting	
Immediate supervisor	Final	
Employer	Employment dates:	Kind of work performed:
	From	
Address	To	
Telephone ( )	Salary/hourly rate:	Reason for leaving:
Job title	Starting	
Immediate supervisor	Final	

If you need additional space, please continue on a separate sheet of paper.

May we contact the employers listed above? ☐ Yes ☐ No If no, indicate which one(s) you do not wish us to contact and state the reason(s) why. _____

_____

_____

Have you ever been discharged, permitted to resign rather than be discharged or asked to resign from any position? ☐ Yes ☐ No If yes, please state the employer and the reason for the discharge or resignation.

_____

_____

_____

_____

_____

_____

Which of your previous jobs did you like the most? _____

Why? _____

_____

_____

Which of your previous jobs did you like the least? _____

Why? _____

_____

_____

applicant's statement

Please indicate that you have read and understood each paragraph of the Applicant's Statement by **placing your initials beside each paragraph**.

Initials

_____ I certify that this application was completed by me and that all entries and information on it are true and complete to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, revocation of an offer of employment or discharge.

_____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the JCC decides to obtain a consumer credit report, I understand that the JCC will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to the JCC, personal references and previous employers from liability for any injury that may result from their furnishing information concerning me or any action the JCC takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment I will be required to undergo a drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that test and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employement to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not and is not intended to be a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by the JCC. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and the JCC has the right to modify, amend or terminate policies, practices, benefit plans or other programs within the limits and requirements imposed by law. I understand that no representative of the JCC other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I undestand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the JCC, nor am I in possession of nor will I at any time reveal to the JCC, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

_____ _____

Signature of applicant Date

This application will **not** be considered active after 60 days.