



Schenectady JCC

# SCHENECTADY JEWISH COMMUNITY CENTER EMPLOYMENT APPLICATION

2565 Balltown Road Niskayuna, New York, 12309 518-377-8803

## APPLICANT INFORMATION

Last Name				First			M.I.		Today's Date	
Permanent Street Address							Apartment #			
City				State			ZIP			
<input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone				E-mail Address						
Available Start Date:				Days/Hours Available:						
<b>Position Applying For</b>	<input type="checkbox"/> Aquatics		<input type="checkbox"/> Fitness		<input type="checkbox"/> Youth & Child Care		<input type="checkbox"/> Camp			
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Administration		<input type="checkbox"/> Professional		Specify:					
I hold the following Certifications (please attach copies to application)										
<input type="checkbox"/> CPR/AED	<input type="checkbox"/> First Aid	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> WSI			<input type="checkbox"/> Fitness Certification:				
<input type="checkbox"/> Education Certification :							<input type="checkbox"/> Other:			

## EDUCATION

High School				Address						
Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
College				Address						
Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other				Address						
Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					

## EMPLOYMENT HISTORY

Organization					Supervisor						
Address					Phone						
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Organization					Supervisor						
Address					Phone						
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						

## REFERENCES

- Please list three references and give them the enclosed reference form to complete.
- Your references should be someone who has knowledge of your character, work experience and ability. Present or former employer, school advisor, teacher, camp supervisor, religious leader. Do not include a friend or relative.

<b>Full Name</b>		Relationship/ Years Known		
Company		Phone		
Address		Email Address		
<b>Full Name</b>		Relationship/ Years Known		
Company		Phone		
Address		Email Address		
<b>Full Name</b>		Relationship/ Years Known		
Company		Phone		
Address		Email Address		

## VOLUNTEER EXPERIENCE/GROUP MEMBERSHIP/LEADERSHIP

Organization		Title/Position Held	
Purpose/Activities		Dates of Involvement	
Organization		Title/Position Held	
Purpose/Activities		Dates of Involvement	

## SKILLS AND TALENTS

Please rank your skill level in each of the following activities (1 shows a minimum skill and 3 a high skill level)

	Arts & Crafts		Theater/Drama		Sports		Aquatics	
	Ceramics		Dance		Cooking		Customer Service	
	Photography		Music/Instrument		Social Media		Graphic Design	
	Writing		Fundraising		Office Skills		Accounting	

Additional, please explain:

Please share why you are interested in working at the JCC:


**PERFORMANCE ABILITY**

Are there any reasons you may not be able to perform any of the major duties of the job for which you have applied?  Yes or  No. If Yes, how can we accommodate you so you can perform the major job related duties? Please note: the JCC of Schenectady New York is an equal opportunity employer and will make reasonable accommodations for disabilities.

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been arrested and/or convicted of child abuse or sexual abuse?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
If you are under 18, can you furnish working papers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you been convicted of a felony within the past seven years? Please note: an affirmative response will not necessarily disqualify you for the position.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Have you ever been discharged or asked to resign from any position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Have you ever been employed at or applied for a job at the JCC of Schenectady, or at any other JCC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where		
If the job requires, do you have the appropriate valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

**AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I authorize the Robert and Dorothy Ludwig Schenectady Jewish Community Center, or any of its agents, to make written or oral inquiries of any of my former employers, references, doctors, or any school or educational institutions which I attended, or any law enforcement authorities or agencies, or hospitals, concerning any information given by me in my application of employment. I give permission for the Robert and Dorothy Ludwig Schenectady Jewish Community Center to complete any background investigation required for employment. I certify that the information contained on the application, which I have completed is correct, to the best of my knowledge. I understand that deliberate falsification of this information is grounds for dismissal. I release all parties from all liability for any damages that may result from furnishing this information to you.

**BACKGROUND CHECK POLICY**

As part of the process of becoming an employee of the Robert and Dorothy Ludwig Schenectady Jewish Community Center, and determining suitability for employment, the Jewish Community Center requires background checks for all employees. These background checks are conducted by the Jewish Community Center through a consumer reporting agency. Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records.

All applicants for employment with the Jewish Community Center are asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form will not be eligible for employment

Background checks will include verification of information provided on the completed application for employment, the applicant's resume, and other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. The Jewish Community Center will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other hiring documents.

The background check will also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual was hired or would present safety or security risks to the Jewish Community Center. Additional checks, such as a driving record or credit report, may be made on JCC employees.

If an employee is denied employment wholly or partly because of information obtained in an employment check conducted by the Jewish Community Center, the employee will be informed of this and given the name, address and phone number of the vendor to contact if he/she has specific questions about the result of the check or wants to dispute its accuracy.

Any employee who provides misleading, erroneous or willfully deceptive information to the Jewish Community Center on employment forms or resume or in a selection interview will be immediately terminated from further employment with the Jewish Community Center.

**VERACITY OF APPLICATION**

I certify, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may lead to my discharge, if employed. I also understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any express or implied contract, and is at-will.

Signature of Applicant		Date	
Print Name			

9/29/17