

Jewish Community Center of Greater Kansas City

5801 West 115th Street- Overland Park, KS 66211 – (913) 327-8000 Fax (913) 327-8040

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

DATE: _____

NAME					SOCIAL SECURITY NUMBER
	LAST	FIRST	MIDDLE		
PRESENT ADDRESS					
	STREET	CITY	STATE	ZIP	
PERMANENT ADDRESS					
	STREET	CITY	STATE	ZIP	
COUNTY		TELEPHONE ()			

EMPLOYMENT DESIRED:

POSITION _____ **SALARY REQUEST** _____

ARE YOU EMPLOYED NOW? _____ **IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?** _____

EVER APPLIED OR WORKED AT THIS AGENCY BEFORE? _____ **WHEN?** _____ **AVAILABILITY DATE** _____

EDUCATION:	NAME AND LOCATION OF SCHOOL	GRADUATED YES OR NO	MAJOR SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE OR BUSINESS SCHOOL			

CRIMINAL BACKGROUND:

* (Answering yes to the following questions will not automatically disqualify you from consideration for employment)

Have you ever been convicted (including a plea of guilty or “no contest”) for any crime, including sex-related or child abuse related offenses? **Yes / No** If so, please explain: _____

Have you ever been accused of or investigated for child abuse or child endangerment or any sex-related offense? **Yes / No** If so, please explain: _____

GENERAL: Describe below what special skills or interests you have which might be useful in the work for which you apply. Also list office machines or other equipment you operate.

VOLUNTEER OR EMPLOYMENT EXPERIENCE: List your last four (4) employers, starting with the last one first.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR	SALARY	POSITION HELD	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

REFERENCES: Give below the names of three (3) persons not related to you who have knowledge of your character, work experience and ability.

NAME	ADDRESS & TELEPHONE	BUSINESS RELATIONSHIP TO APPLICANT	INCLUSIVE DATES KNOWN
1.			
2.			
3.			

PERFORMANCE ABILITY: Are there any reasons you may not be able to perform any of the essential functions of the job for which you have applied? If so, how can we accommodate you so you can perform the major job-related duties? Please Note: The JCC is an equal employment opportunity employer and will make reasonable accommodations for persons with disabilities.

Yes _____ No _____ Explain: _____

Have you been convicted of, or pleaded guilty or no contest to, any criminal offense, including sex-related and child abuse related offenses, other than non-moving traffic offenses, within the past ten years? If so, please describe the circumstances. Please Note: An affirmative response will not necessarily disqualify you for the position.

Yes _____ No _____ Explain _____

NOTIFY IN CASE OF EMERGENCY:

NAME	ADDRESS	PHONE NUMBER

APPLICANT'S STATEMENT

I understand that if I am offered employment or employed by the Jewish Community Center of Greater Kansas City I must provide proof of eligibility to work in the United States in conformity with applicable law and failure to provide satisfactory proof of eligibility to work in the United States will result in immediate withdrawal of any offer of employment or, if already hired, immediate termination.

I agree to have any and all disputes, claims, questions or controversies arising out of my application for employment and, if hired, my employment with and separation of employment from the Jewish Community Center of Greater Kansas City decided exclusively through final and binding arbitration presided over by a single arbitrator pursuant to the Federal Arbitration Act, including without limitation any and all employment discrimination claims under federal state or local law, excluding any workers' compensation or employment security (unemployment) claim. Venue of any arbitration will be within a 25 mile radius of the Jewish Community Campus in Overland Park, Kansas. In any arbitration, the Jewish Community Center of Greater Kansas City shall bear the cost of the arbitration and each party to bear its own cost and expense. I waive any and all rights to file any action in a court of competent jurisdiction, whether the action filed would be tried to a jury or tried to a court, based on any dispute, claim, question or controversy arising out of my application for employment and, if hired, my employment with and separation of employment from the Jewish Community Center of Greater Kansas City. Notwithstanding the foregoing, any arbitration award may be filed for enforcement in a court of competent jurisdiction.

I certify that any and all information which I have provided on this application is true and correct. In the event any information which I have provided is or proves at a later date to be false or incomplete, I understand that the Jewish Community Center of Greater Kansas City may discontinue consideration of my application or, if hired, may immediately terminate my employment. I authorize the Jewish Community Center of Greater Kansas City, or any of its agents, to make written or oral inquiries of any of my former employers, references or any schools or educational institutions which I attended, or any law enforcement authorities or agencies, concerning any information given by me in my application for employment unless I specifically state to the contrary. I give permission for the Jewish Community Center to complete any background investigation required for employment. I release all parties from all liability for any damages that may result from furnishing this information to the Jewish Community Center of Greater Kansas City.

I understand that this Jewish Community Center of Greater Kansas City Application for Employment is not a contract of employment or part of a contract of employment. I understand that if employed I will be employed at will and either I or the Jewish Community Center of Greater Kansas City may terminate the employment relationship at any time with or without cause or with or without notice.

DATE _____ SIGNATURE OF APPLICANT _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

Disposition of Application: Hired: Yes _____ No _____ Position _____

Department _____ Pay Rate _____ Per _____ Beginning Date of Employment _____