



JEWISH COMMUNITY CENTER (JCC) EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name	First	M.I.	Today's Date
Permanent Street Address		Apartment/Unit #	
City	State	ZIP	
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell Phone		E-mail Address
Social Security #	What date can you start?		
Have you ever been employed at the JCC? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position Applying For	<input type="checkbox"/> Lifeguard, Swim Staff	<input type="checkbox"/> Fitness Staff	<input type="checkbox"/> Counselor <input type="checkbox"/> Camp
<input type="checkbox"/> Maintenance/Facilities	<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Members Services	<input type="checkbox"/> Other:
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"/> LGI <input type="checkbox"/> Fitness 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

Company	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"/>
Company	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, Rabbi. **Do not include a friend or relative.**

Full Name		Relationship/ Years Known		
Company		Phone		
Address		Email Address		
Full Name		Relationship/ Years Known		
Company		Phone		
Address		Email Address		
Full Name		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 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? If so, how can we accommodate you so you can perform the major job related duties? Please note: the JCC of Greater Buffalo is an equal opportunity employer and will make reasonable accommodations for disabilities. Example: Swimming

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 discharged or asked to resign from any position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
If the job requires, do you have the appropriate valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

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			



Jewish Community Center of Greater Buffalo, Inc.

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, the Jewish Community Center of Greater Buffalo, Inc. ("the JCC") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the JCC can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Jewish Community Center of Greater Buffalo, Inc. to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do do not authorize you to contact *my current* employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Applicant Signature

Date

Printed Name