



JEWISH COMMUNITY CENTER OF GREATER PITTSBURGH

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APPLICATION FOR EMPLOYMENT

The Jewish Community Center of Greater Pittsburgh (JCC) is an equal employment opportunity employer. The JCC does not discriminate against employees or applicants for employment on the basis of race, sexual orientation, religion, age, national origin, disability, or any other status or condition protected by applicable federal, state, or local laws. We are a drug free workplace. Please print all information requested below

Referral Source:

Advertisement [] Friend [] Relative [] Walk-in [] Other []

PERSONAL INFORMATION

Name (Last) (First) (MI) Social Security Number

Present Address (Street) (City) (State) (Zip)

Permanent Address (Street) (City) (State) (Zip)

Phone (Home) (Other)

Are you a citizen of the United States? Yes [] No [] If No, do you have work papers?

Were you in the armed forces of the United States: Yes [] No []

If yes, initial rank Final rank

Employment Desired: Full Time [] Part Time [] Seasonal []

Position(s)

Are you able to perform the essential functions of the position for which you are applying either with or without reasonable accommodations? Yes [] No []

If necessary, please describe what type(s) of reasonable accommodations are needed:

Are you currently employed? Yes [] No [] If yes, may we contact your present employer? Yes [] No []

Have you ever applied for a position with this agency before? Yes [] No [] If Yes, when?

Were you previously employed by us? Yes [] No [] If Yes, when? Position

If you are under the age of 18, will you be able to furnish a work permit after employment? Yes [] No []

If employed in the position applied for, would you be in a supervisory relationship to any relative or member of your household? Yes No

EDUCATION, TRAINING, AND SKILLS List all education and training, including high school, college, trade, technical, vocational, business or military schools.

	Name	Location	Number of Years Attended	Area of Concentration	Diploma or Degree Earned
HIGH SCHOOL					
COLLEGE					
PROFESSIONAL/ TRADE/BUSINESS					
OTHER					

FOREIGN LANGUAGE

Indicate proficiency-fair or fluent-under speak read and write categories

Language

Speak

Read

Write

MACHINES AND EQUIPMENT

List any tools, office machines, computer equipment or other machines you are qualified to use.

Equipment

Years of Experience

SECRETARIAL/CLERICAL

Typing Speed _____ wpm

PREVIOUS EMPLOYMENT Account for all employment and all periods in excess of two weeks in the past 10 years, including U.S. Military Service and volunteer work experience. Start with your most recent position and work backward. A resume' may be used to supplement the Application for Employment, but you must complete all information requested on the application. Do not write "See Resume" on the application. (If additional space is required, attach an additional sheet.)

Agency _____

Address _____

Supervisor _____

Dates of employment: From _____ To _____

Position last held _____

Ending salary _____

Reason for leaving _____

Agency _____

Address _____

Supervisor _____

Dates of employment: From _____ To _____

Position last held _____

Ending salary _____

Reason for leaving _____

Agency _____ Address _____
Supervisor _____ Dates of employment: From _____ To _____
Position last held _____ Ending salary _____
Reason for leaving _____

PROFESSIONAL REFERENCES

Name _____ Title _____
Relationship to you _____ Telephone _____
Address _____

Name _____ Title _____
Relationship to you _____ Telephone _____
Address _____

Name _____ Title _____
Relationship to you _____ Telephone _____
Address _____

GENERAL

Have you ever been convicted of a crime or violation other than a minor traffic infraction?
(Note: A conviction will not necessarily disqualify an applicant from employment. Each case will be considered on its own merits.) Yes No If yes, please explain and state charge, court date and disposition of case: _____

I certify that this application was completed by me and the entries contained in this application are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts requested on this application may be grounds for rejection of this application or dismissal from employment if subsequently discovered.

I authorize an inquiry which may provide information background concerning my character, general reputation, and past work performance. I hereby authorize the agency to inquire, and also authorize and request each former employer, educational institution, personal credit bureaus, governmental and law enforcement agencies to answer all questions which may be legally asked, and to release all information which may be legally sought. I hereby release all parties from any liability or responsibility for doing so. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice. I further understand that only the Executive Vice President of the JCC has the authority to create or enter into any employment contract on behalf of the agency. If hired, I agree to comply with all rules, regulations, and employment polices of the Jewish Community Center of Greater Pittsburgh.

Signature of Applicant Date

*Please return this application to the Human Resources Department.
Applicant: do not write below this line.*

OFFICE USE ONLY

Resume submitted: _____

Routed to: _____

Interview scheduled: _____

REFERENCE CHECK

Employer	Person Contacted	Results
1.		
2.		
3.		
4.		

INTERVIEW RESULTS

Date & Interviewer Name	Interview Comments

RESULTS

Employed: Yes No If yes, Job Title: _____ Department: _____

Supervisor: _____ Date Employed: _____