



APPLICATION FOR EMPLOYMENT

Please Print

Date _____

Name: _____ Social Security No.: _____
Last First Middle

Current Address _____
No. Street City State Zip

Place Of Residence (If Different) _____
No. Street City State Zip

Business Telephone () _____ Home Telephone () _____

Employment Desired

Position you are applying for: _____

Are you applying for (✓): Regular Full Time _____ Regular Part Time _____ Temporary Work _____

What Days And Hours Are You Available To Work: _____ Unavailable _____

Personal Information

Have you ever applied to, or worked for, the APJCC before?: (✓)Yes _____ No _____

If so, when? _____

Do you have friends or relatives working for the APJCC?: (✓)Yes _____ No _____

If so state their name and relationship _____

If hired, would you have a reliable means of transportation to and from work? (✓)Yes _____ No _____

Are you at least 18 years old? (✓)Yes _____ No _____

If under 18, name and address of parent or guardian _____

(If under 18, hire is subject to verification that you are of minimum legal age)

If hired, can you present evidence of your legal right to live and work in this country? (✓)Yes _____ No _____

Are you able to perform the essential functions of the job for which you are applying? (✓)Yes _____ No _____



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If you answered no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination.)

Have you ever been convicted of a felony or serious misdemeanor? (✓)Yes _____ No _____

If yes, state nature of the crime(s), when and where convicted and disposition of the case _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Name, address, and telephone of person to be notified in case of emergency: _____

Education, Training And Experience

School	Name and Address	No. years Completed	Did you Graduate?	Degree or Diploma?
High School			Yes _____ No _____	
College/ University			Yes _____ No _____	
Graduate Studies			Yes _____ No _____	
Vocational/ Business			Yes _____ No _____	

Do have any other experience, training, qualifications or skills which you feel make you especially suited for work at the APJCC? If so, please explain: _____

Answer The Following Questions If You Are Applying For A Professional Position

Are you licensed and/or certified for the job applied for? (✓)Yes _____ No _____

Name of license and/or certification _____



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Issuing State _____ License and/or certification number: _____

Has your license or certification ever been revoked or suspended (✓)Yes _____ No _____

If yes, state reason(s), date of revocation or suspension and date of reinstatement _____

Employment History

Are you currently employed?..... (✓)Yes _____ No _____

May we contact your past and current employer(s)?..... (✓)Yes _____ No _____

List below the two most recent employers starting with your most recent employer. You must complete this section even if attaching a resume.

Name of employer: _____

Address: _____
No. Street City State Zip

Type of business: _____ Telephone: () _____

Your supervisor's name: _____ Your position and duties _____

Employment from: _____ to _____ Starting Pay _____ Ending Pay _____

Reason for leaving: _____

Name of employer: _____

Address: _____
No. Street City State Zip

Type of business: _____ Telephone: () _____

Your supervisor's name: _____ Your position and duties _____

Employment from: _____ to _____ Starting Pay _____ Ending Pay _____

Reason for leaving: _____



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Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the APJCC to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the APJCC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the APJCC, my former employers and all other persons, corporations, partnerships, and associations which provided information, from any and all claims, or demands I may have arising out of or in any way related to their investigation or disclosure.

_____ I understand that except for the policy of AT WILL employment, nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to be a contract, nor to create any legal enforceable obligations on the part of the APJCC.

Date: _____ Applicant's Signature: _____

ADDISON-PENZAK JEWISH COMMUNITY CENTER OF GREATER SAN JOSE



EQUAL EMPLOYMENT OPPORTUNITY DATA

TO BE COMPLETED BY APPLICANT

Completion of this form is entirely *voluntary*, and all information will remain confidential and will *not* affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will *not* become part of your personnel record if you are hired by the APJCC.

Name: _____

Sex (✓): Male: Female:

- Race/Ethnicity (✓):
- American Indian/Alaskan Native
 - Asian/Pacific Islander
 - Black
 - Hispanic
 - White

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

- Vietnam Era Veteran
- Disabled Veteran
- Individual with a Disability

To be completed by employer:

- EEO-1 Category (✓):
- | | |
|--|---|
| <input type="checkbox"/> 1. Officials and managers | <input type="checkbox"/> 6. Crafts - skilled |
| <input type="checkbox"/> 2. Professionals | <input type="checkbox"/> 7. Operatives - semi skilled |
| <input type="checkbox"/> 3. Technicians | <input type="checkbox"/> 8. Laborers - unskilled |
| <input type="checkbox"/> 4. Sales | <input type="checkbox"/> 9. Service workers |
| <input type="checkbox"/> 5. Office and clerical | |

APJCC information completed by:

Name: _____ Date: _____