



# JEWISH COMMUNITY CENTER EMPLOYMENT APPLICATION

PLEASE RETURN COMPLETED APPLICATION TO:  
236 Charlotte St Asheville, NC 28801 Attn: HR

## APPLICANT INFORMATION

Last Name	First	M.I.	Today's Date
Permanent Street Address		Apartment/Unit #	
City	State	ZIP	
<input type="checkbox"/> Home Phone	E-mail Address		<input type="checkbox"/> Cell Phone
Date Available for Work:			
Position Applying For	Pay Rate Expected		

## 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-PROFESSIONAL**

➤ Please list three professional references:

Full Name		Title/Position Held		
Company		Phone		
Address		Email Address		
Full Name		Title/Position Held		
Company		Phone		
Address		Email Address		
Full Name		Title/Position Held		
Company		Phone		
Address		Email Address		

**REFERENCES-PERSONAL**

➤ Please list two personal references.

Full Name		Relationship/Years Known	
Full Name		Relationship/Years Known	

**SKILLS AND TALENTS**

Are there any other experiences, skills or qualifications which you feel would qualify you for work at the Asheville JCC?


**PERFORMANCE ABILITY**

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 provide a Youth Employment Certificate?	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 Asheville, or at any other JCC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where		
If the job requires, do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain		

**PLEASE READ & SIGN THE FOLLOWING:**

I certify that the above employment application is true and complete to the best of my knowledge. I understand that falsification of the above facts will be considered cause for the removal of my application, or will be considered reason for termination after employment begins.

I acknowledge that if hired, I will be an at-will employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice.

I understand that the JCC conducts criminal background checks and pre-employment drug screenings on all employees prior to hire. I understand that any job offer will be contingent upon the successful completion of a criminal background check and pre-employment drug screen.

Signature of Applicant		Date	
Print Name			

**For applicant's under the age of 18, a parent/guardian's signature is also required:**

By signing, I give permission for the above-named applicant to see employment at the Asheville JCC and understand that any off of employment will be conditioned upon a satisfactory criminal background check and drug test. I understand that the JCC will not release the results of the criminal background check and drug test to anyone without the written consent of the above-named applicant.

\_\_\_\_\_  
Parent/Guardian of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*\*\*\*\* (For Office Use Only-Do Not Write Below This Line)

Verification of Past Employment (if any):

Verification of Professional References:

Verification of Personal References:

Verification of Educational Qualifications (if applicable):



## NOTICE OF JCC BACKGROUND CHECK POLICY

Dear Candidate,

We do background checks on all employees prior to hire. At certain stages of the hiring process we will obtain and review information about:

- your criminal history, if any
- your military history
- your job references
- your personal references
- your stated education and credentials
- your driving history

If you have any concerns about this, please consider discussing them with the hiring manager with whom you are working before taking any action in reliance of the job for which you are applying. All employment offers are expressly contingent on your meeting our background check standards.

Thank you for your interest in working at the Asheville JCC, and your respect for our hiring process. It is our desire to provide a safe, welcoming environment for staff, members, and guests at all times.

B'Shalom,

Lael Gray  
Executive Director



**PRE-EMPLOYMENT AND CONTINUED EMPLOYMENT/ VOLUNTEER DISCLOSURE  
AUTHORIZATION AND RELEASE**

I understand that in connection with my application for employment, volunteer work, and /or for continuous employment, and /or volunteer work the Asheville Jewish Community Center (“JCC”), IntelliCorp, their agents, assigns or any other authorized third parties (collectively, the “Investigators”) may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, and/or criminal history. However, unless my position involves handling money and/or other transferable monetary instruments, my credit history will not be checked.

I understand that the JCC may rely on any part or all of this Information in determining whether to extend an offer of employment/ volunteers’ duties to me. I further understand that if any adverse action is taken by Employer, or if Employer chooses not to extend an offer of employment/duties to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to employment/volunteer and is not conducted for any purpose other than in connection with my application for employment and/or my eligibility for continued employment/ volunteer duties.

I have read this Pre-Employment and Continued Employment/Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment/ volunteer duties. I hereby release any and all Investigators, including the JCC, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application with Employer/Organization. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing your Social Security Number is optional, it shall be used for NO other purpose other than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (First, Middle, Last)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Former Last Names (if applicable)

Current Address:

\_\_\_\_\_  
Street City State Zip

Former Address:

\_\_\_\_\_  
Street City State Zip