

# MARCUS JEWISH COMMUNITY CENTER OF ATLANTA, INC.

## APPLICATION FOR EMPLOYMENT

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

### APPLICANT'S STATEMENT

I understand that the Marcus Jewish Community Center of Atlanta, Inc. ("MJCCA") is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the MJCCA or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the MJCCA. I also authorize the MJCCA to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the MJCCA reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the MJCCA or its designee. I release the MJCCA and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that the MJCCA reserves the right, to the extent permitted by law, to require Criminal Background Checks of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such Criminal Background Checks. I consent to the release of the results of any such Criminal Background Checks to the MJCCA or its designee. I release the MJCCA and its designee from any and all liability and damages which may result or arise from any Criminal Background Checks or the provision of information in connection with such Criminal Background Checks.

I understand that this employment application and any other MJCCA documents are not promises of employment. Should I be employed, I understand that I am so employed as an at-will employee. I further understand that, if I am employed, I can terminate my employment at any time with or without cause, and with or without advance notice, and that the MJCCA has a similar right. I understand that no manager, representative, or agent of the MJCCA has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Executive Director may do so in writing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the MJCCA's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

This application will be considered "active" for a maximum of thirty (30) days. To be considered for employment after that time, you must reapply.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

### PERSONAL DATA

Last Name		First Name		Middle Name
Present Address Street and Number City, State, Zip		How long have you lived there: Years _____ Months _____		
Previous Address Street and Number City, State, Zip		How long have you lived there: Years _____ Months _____		
Telephone Number(s)		Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position Desired: _____		Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
When are you available for work?				

## PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME." Please fill out this form **completely**.

Employer 1		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 2		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 3		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 4		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

List any other names which you may have used and which will be necessary to verify prior to your employment:

If hired, can you provide proof that you are legally entitled to work in the U.S.? ☐ Yes ☐ No

If not, what steps must be taken for you to begin employment lawfully?

Have you ever been terminated or asked to resign from any job? ☐ Yes ☐ No

If yes, please explain circumstances:

May we contact your current employer? ☐ Yes ☐ No

If no, please explain:

Have you ever worked for the MJCCA before? ☐ Yes ☐ No

If yes, please give dates and position:

Do you have any friends or relatives working at the MJCCA? ☐ Yes ☐ No

If yes, Name(s) and Relationship:

How were you referred to us?

Have you ever plead “no contest,” nolo, or guilty to a crime, or been convicted of a crime? ☐ Yes ☐ No

Are any charges currently pending against you? ☐ Yes ☐ No

Has any adjudication ever been withheld? ☐ Yes ☐ No

(NOTE: Answering “yes” to these questions does not constitute an automatic bar to employment.) If you answered yes to any of the preceding questions, please give dates and details:

Do you have any commitments to any other employer which may affect your employment? ☐ Yes ☐ No

If yes, explain:

EDUCATION

Type of School	Name of School	Years Completed (Circle)	Diploma Or Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Elementary		4 5 6 7 8			
High School		9 10 11 12			
College/University		1 2 3 4			
Graduate/Professional		1 2 3 4			
Trade or Correspondence					

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

**OTHER INFORMATION**

Please describe any other experience that you have which would be relevant to the job for which you are applying:


**DRIVING INFORMATION** (Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? ☐ Yes ☐ No If yes, License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If you do not have a Georgia driver's license, why not? \_\_\_\_\_

Has your license ever been suspended or revoked? ☐ Yes ☐ No If yes, explain: \_\_\_\_\_

Do you have personal automobile insurance? ☐ Yes ☐ No If no, explain: \_\_\_\_\_

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? ☐ Yes ☐ No If yes, explain: \_\_\_\_\_

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI? ☐ Yes ☐ No

Are any such charges currently pending against you? If yes to either question, explain: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

The Marcus Jewish Community Center of Atlanta, Inc.  
5342 Tilly Mill Road  
Dunwoody, GA 30338  
www.atlantajcc.org