

JEWISH COMMUNITY OF LOUISVILLE, INC.

3600 Dutchmans Lane Louisville, KY 40205

(502) 459-0660 PH (502) 459-6885 FAX

www.jewishlouisville.org

APPLICATION FOR EMPLOYMENT

READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

This JCL does not discriminate in the recruitment of employees on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to secure information used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be accepted. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

(ANSWER ALL QUESTIONS COMPLETELY. PLEASE PRINT CLEARLY)

PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City) (State) (Zip)

Home Telephone: () _____ Cell () _____

Email Address: _____

Previous address within last 5 years:

(Street) (City) (State) (Zip)

(Street) (City) (State) (Zip)

If applying for a position that requires driving a company vehicle:

Drivers License #: _____ State _____

How many moving violations in the last 12 months? _____

Do you currently have auto insurance? _____

EMPLOYMENT DESIRED

EMPLOYMENT DESIRED	
Position	Date You Can Start

EDUCATION

	Name & Location	Course of Study
High School		
College		
Trade or Night		

Have you previously applied for employment at any Jewish Community Center? N Y

If yes, when & where _____

How were you referred to the Jewish Community of Louisville? _____

Describe work or other experience, interest, training, or honors received in connection to your service to any employer or organization which you consider relevant to your ability to perform the job sought:

List all current special licenses, permits, certifications and level of credited hours (CPR, lifeguard, First Aid, etc.):

TYPE	LEVEL	EXPIRATION DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever pleaded guilty to or been convicted of a felony? N Y

If yes, give details: _____

(A conviction does not automatically mean you will not be accepted as an employee. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give the facts, so that a fair decision can be made.)

Have you ever been involuntarily discharged, fired or asked to resign a position? N Y

If yes, give details: _____

Are you willing to take a drug screening test? N Y

WORK EXPERIENCE (LAST 5 YEARS)

Employer or Company	Supervisor
Address	Telephone ()
Position	Date Employed
Reason For Leaving	Salary

Employer or Company	Supervisor
Address	Telephone ()
Position	Date Employed
Reason For Leaving	Salary

Employer or Company	Supervisor
Address	Telephone ()
Position	Date Employed
Reason For Leaving	Salary

Employer or Company	Supervisor
Address	Telephone ()
Position	Date Employed
Reason For Leaving	Salary

PERSONAL REFERENCES

Name	Address	Phone number	Relationship	Years known

List the names of relatives, friends or acquaintances employed by the Jewish Community of Louisville, and their relationship to you.

SUPPLEMENTAL EMPLOYMENT APPLICATION

The Jewish Community of Louisville requires each perspective employee to complete the following declaration. It is understood this information will remain confidential and will not be released without prior signed permission.

Exclude from these declarations:

1. Traffic fines of \$100 or less
2. Any offense, other than an offense related to child abuse and/or child sexual abuse, committed prior to your 18th birthday, which was finally adjudicated in a juvenile court or under youth offender law.
3. Any conviction that has been expunged under the Federal Youth Correction's Act or similar state authority.

Have you ever	Yes	No	If "yes" please explain
During the last ten years, been convicted of a crime other than minor traffic offense?			
Been convicted of a crime involving child abuse, child neglect, moral turpitude or physical violence?			
Suffered any serious mental illness that might create a risk to those served by the Jewish Community of Louisville as determined by and documented by a licensed physician or licensed psychologist?			
Demonstrated drug or alcohol addiction within the past year determined by or documented by a licensed physician?			
Been named as a perpetrator in an indicated or founded report of child abuse in accordance with the Child Service Law?			
Had any pending criminal arrests and/or charges related to child abuse, neglect and/or child sexual abuse?			

EMPLOYEE/VOLUNTEER CODE OF ETHICS AND RULES

While acting in your capacity as an employee of the Jewish Community of Louisville, the following rules shall apply.

1. Smoking or using tobacco products in the presence of minors is prohibited.
2. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
3. Employees of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Jewish Community of Louisville.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of the Jewish Community of Louisville.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of the Jewish Community of Louisville
4. Periodically update Employee Information Forms.
5. Employees must treat all people of all races, religions, and cultures with respect and consideration. Employees and Volunteers shall not use or tolerate the use of profanity in the presence of minors.
6. Employees must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
7. Employees will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
8. Employees will be expected to act and react with understanding in all situations.
9. Employees will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
10. I understand that as an employee or volunteer with minors for the Jewish Community of Louisville I will be subject to a background check, including criminal history.
11. I understand that any violation of this code may be grounds for removal as an employee.

Print Name _____ **Date** _____

Applicant's Signature _____

ACKNOWLEDGEMENT

READ CAREFULLY BEFORE SIGNING

I hereby certify 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 authorize the Jewish Community of Louisville and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment. I release the Jewish Community of Louisville from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all sources used.

I authorize the persons, previous employers, agencies and other organizations named in this application to provide the Jewish Community of Louisville (its authorized employees, agent or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any persons, previous employers, agencies and other organizations from any and all liability that might otherwise incur as a result.

I further understand that if I am hired there is no employment contract, that I may be terminated or laid off at any time without advance notice at the will of the employer, that any verbal statements of any person to the contrary are void, and that an employment contract may be made only in writing by the company president or specific authorized official of the company. I authorize the company to investigate any information contained in this application for employment, to contact my former employers, and to also conduct a background check on me.

In the event of my employment, I will comply with all rules and regulations as set forth in the Jewish Community of Louisville Employee Handbook of Personnel Policies and Procedures or other communications distributed to employees.

I authorize the Jewish Community of Louisville to supply my employment record, in whole or part, and in confidence, to any prospective employer, government agency, or other party that may have legal and proper interest.

I further understand that it is the Jewish Community of Louisville policy to secure conviction criminal history information as a part of the pre-screening process. I understand that the Jewish Community of Louisville does not condone child abusers and the Jewish Community of Louisville will be seeking information in my background related to child abuse. I have provided a signed copy of the Background Investigation Consent form.

A conviction does not automatically mean you will not be accepted as an employee. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give the facts, so that a fair decision can be made.

I understand that the Jewish Community of Louisville requires the successful completion of a urinalysis for drug testing purposes as a condition of employment. By submitting this Application for Employment, I hereby consent to said tests, at the Jewish Community of Louisville's discretion.

I understand that the completion of this form does not guarantee employment unless I meet all stated minimum qualifications required for the position for which I am asking to be considered.

Print Name _____ **Date** _____

Applicant's Signature _____