

# Michael-Ann Russell Jewish Community Center

## Sanford L. Ziff Campus

**18900 NE 25 Avenue**  
 North Miami Beach, Florida 33179  
**Phone (305) 932-4200 \* Fax (305) 932-9161**  
[Ruthiew@marjcc.org](mailto:Ruthiew@marjcc.org)  
[www.MARJCC.org](http://www.MARJCC.org)

### APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

Thank you for your interest in applying for employment. The Michael-Ann Russell Jewish Community Center (“the Organization or JCC”) is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion or other employment practices for reason of race, color, religion, national origin citizenship, sex, marital status, age, disability or sexual orientation, or any other protected status entitled to protection under Florida, State or local laws.

This application will be given consideration, but its receipt does not imply that the applicant will be employed. Acceptance of this application by the Organization does not create an obligation to consider the applicant for vacancies that occur after the date of the application.

- **Organization is committed to a drug-free work environment and reserves the right to perform a drug test on all applicants and employees.**
- **Please complete this form carefully in your own handwriting and in blue ink.**
- **Please ask if you need accommodation in filling out the application.**

### PERSONAL INFORMATION

Last Name	First	Middle	Social Security Number			
Telephone where you can be reached Monday-Friday, 9:00 AM – 5:00 PM						
Home Phone Number:		Cellular Phone:		Beeper Number:		
<b>PRESENT ADDRESS</b>	Number and Street	City	State	Zip Code	From	To
Previous Addresses for the Last Five Years						
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO	RELATIVES (including domestic partners) currently employed by the Organization or its related agencies. If none, write "NONE"		Name	Relationship	Employment Date	

### JOB REQUIREMENTS

State the specific job for which you are applying:	Salary Requirements \$
What type of employment are you seeking (circle ONLY one): Full Time    Part Time    Seasonal    Temporary	
State the hours and day of the week you are available:	
Apart from absence for religious observance, are you available beyond routine working hours?    YES or NO	
Have you ever applied to this Organization before?    YES or NO	
When are you available to begin work?	

## METHOD OF REFERRAL

Tell us how you were referred to us by checking the appropriate box below:

- I am a former employee (please state when, where and in what position). \_\_\_\_\_
- I have been referred by a current employee (please give us his or her name). \_\_\_\_\_
- I have previously applied for employment with the Organization (Please state when and where) \_\_\_\_\_
- Agency     Classified Ad     Walk-In     Other (check one and specify \_\_\_\_\_)

## JOB SKILLS

Please list job skills/equipment knowledge related to the position for which you are applying (dictation equipment, facsimile machine, 10 key calculator, copy machines, etc.)

## COMPUTER SKILLS

If applicable to the job for which you are applying, please list the types of computers you can operate (IBM, Dell, HP, PC, Apple, etc.) \_\_\_\_\_

What types of Software can you use?     Excel     MSAccess     Power Point     Publisher  
 Word Perfect     MSWord     Other Software \_\_\_\_\_

List any additional skills, aptitudes or work related experience that would qualify you for a position with the Organization. \_\_\_\_\_

## EDUCATION

School Name and Location	Degree	Major	Circle Last Year Completed	
High School			1	2
Vocational School			1	2
College			1	2
Graduate School			1	2
Other			1	2
If currently enrolled, name of school		Current level	Major subject	Schedule Hours
Are you planning to pursue further studies? (check the appropriate boxes) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Day School <input type="checkbox"/> Night School <input type="checkbox"/> Weekends <input type="checkbox"/> On-Line				
If so, when, where and what courses?				
In what community activities, civic or professional societies do you participate which relate to the position for which you have applied? You should exclude reference to activities, organizations or societies that would disclose your race, religion, national origin, age marital status, disability sexual orientation, or any other legally protected status, unless these organizations are directly related to the position for which you are applying.				

## EMPLOYMENT RECORD

Please complete in detail, starting with present or most recent employer. List all previous employers. Include self-employment, military service, summer or part-time employment. Use additional copies of this page if necessary.

Company Name		Address	
Name and Title of Supervisor		Supervisor's Phone Number	Length of Employment From: _____ To: _____
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Other _____		Starting Salary _____ Final Salary _____
Fully describe your duties		Reason for leaving (If you are still employed, why do you desire a change/)	
Company Name		Address	
Name and Title of Supervisor		Supervisor's Phone Number	Length of Employment From: _____ To: _____
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Other _____		Starting Salary _____ Final Salary _____
Fully describe your duties		Reason for leaving (If you are still employed, why do you desire a change/)	
Company Name		Address	
Name and Title of Supervisor		Supervisor's Phone Number	Length of Employment From: _____ To: _____
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Other _____		Starting Salary _____ Final Salary _____
Fully describe your duties		Reason for leaving (If you are still employed, why do you desire a change/)	
Company Name		Address	
Name and Title of Supervisor		Supervisor's Phone Number	Length of Employment From: _____ To: _____
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Other _____		Starting Salary _____ Final Salary _____
Fully describe your duties		Reason for leaving (If you are still employed, why do you desire a change/)	
May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you able to be bonded? <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever been denied Bond <input type="checkbox"/> YES <input type="checkbox"/> NO If NO to any of the above Please explain below.			
Have you ever been convicted of a criminal offense or offenses other than traffic violations? <input type="checkbox"/> YES (If yes, please provide details in the space below) <input type="checkbox"/> NO			
Conviction does not automatically mean you will not be hired. The JCC will take into consideration such factors as your age when the offense occurred, the seriousness and nature of the offense and any rehabilitation you have undergone. Give all the fact so that the JCC can make an informed decision. However, the JCC is NOT permitted to hire any person convicted of a FELONY due to our child licensing rules.			

## CONDITIONS OF EMPLOYMENT

### PLEASE READ THIS SECTION CAREFULLY AND SIGN AND DATE AT THE BOTTOM

- A. I certify that this application was completed by me and that the entries contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or material omissions of facts requested on this application may be grounds for rejection of this application or dismissal from employment if subsequently discovered.
- B. I understand that in connections with my being considered for employment, the Michael-Ann Russell Jewish Community Center will conduct a background investigation, which may include but is not limited to contacting my references, former employers and educational institutions, and seeking information on my credit history, driving record and any criminal records.
- C. In that regard, I request my former employers, references, educational institutions, any credit agencies or reporting services which have information about me and all federal state or local governmental agencies, to provide to the Michael-Ann Russell Jewish Community Center any and all information that is in their possession.
- D. I hereby waive written notice of release of such information and opinions, and I release such former employers, references, educational institutions, and reporting services from any liability or claim relating to the release of such information and opinions and release the Michael-Ann Russell Jewish Community Center, its officers, directors, employees and agents from any liability for obtaining any such information. A photocopy of this signed authorization and waiver shall be valid as an original.
- E. I understand and agree that my employment is at will, is not for a definite period and may be terminated by the Michael-Ann Russell Jewish Community Center or me at any time, for any reason, with or without cause or previous notice. I also acknowledge that any offer of employment or my acceptance of any employment offer may be withdrawn for any reason at any time and without prior notice at the option of the Michael-Ann Russell Jewish Community Center or me.
- F. I fully understand that because of the nature of the business conducted by the Organization all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description, related to the business of the Michael-Ann Russell Jewish Community Center or to anyone with whom the JCC has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that should I enter the employee of the Michael-Ann Russell Jewish Community Center, I am not to and will not at any time communicate or reveal any business of the JCC or any such information or records of files or the matters contained therein, to unauthorized personnel within the Michael-Ann Russell Jewish Community Center; nor to anyone outside the Michael-Ann Russell Jewish Community Center. I also understand that any violation of the foregoing shall be sufficient grounds for immediate termination of my employment.
- G. I understand that employment, if offered, is subject to my satisfying the employment and eligibility requirements of the Immigration Reform and Control Act of 1986.
- H. I agree not to work for any other company while employed by the Michael-Ann Russell Jewish Community Center without the written consent of the Michael-Ann Russell Jewish Community Center.
- I. If I am employed by the Michael-Ann Russell Jewish Community Center, I release the JCC, its officers, directors, employee and agents with respect any information provided them regarding my employment or separation there from, including but not limited to any claims of defamation, libel, slander or false light.