

JCC Grossman Camp

2012 EMPLOYMENT APPLICATION

Office: September 1 – mid-June
 Jewish Community Centers of Greater Boston
 333 Nahanton Street, Newton, MA 02459
 617-244-5124 • Fax: 617-244-1289

Camp: mid-June–mid-August
 P.O. Box 341, Westwood, MA 02090
 781-329-9300 • Fax: 781-329-1377

Email: grossman@jccgb.org • Web: jccgb.org/grossman

Date _____

I. General Information

Name _____ Position applying for _____

Present Mailing Address _____ Phone _____
 Street City State Zip

Permanent Address _____ Email _____
 Street City State Zip

Previous Addresses within the past 5 years, if different

Street City State Zip

Birth Date _____ Age _____ Sex _____ Marital Status _____ SS# _____
 (if under 18) (if under 18)

Minimum salary expected _____ Available from _____ to _____ Cell # _____

Present occupation (if not presently in school) _____ Since _____

Medical Insurance Company & Policy # _____

How did you hear about this position? Be specific. _____

II. Education

	Name and Address of School	Course of Study	Dates Attended	Did You Graduate?	Degree (Specify)
High School				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
College				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Other: licenses, certificates, etc. (specify)				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

Jewish Education

(1) Are you currently authorized to work in the U.S.? Yes No

(2) Do you now or will you in the future require sponsorship for a work visa? Yes No

All applicants hired by the Jewish Community Centers of Greater Boston will be required to present documentation prior to starting work that verifies identity and authorization to work in the United States in accordance with the Immigration Reform and Control Act of 1986 and Form I-9, Department of Homeland Security.

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III. Work Experience

Please record all work experience, including jobs held while attending school and/or military duty. You may include any work performed on a volunteer basis. Please provide all relevant information requested in this section, even if you are attaching a résumé as part of this application. LIST MOST RECENT JOB FIRST. Make particular note of experience in camping, teaching, or group leadership.

1. Employer	Date Employed From / to /
Address	Telephone Number ()
Job Title	Supervisor
Major Responsibilities or Duties	Salary
	Reason for Leaving
2. Employer	Date Employed From / to /
Address	Telephone Number ()
Job Title	Supervisor
Major Responsibilities or Duties	Salary
	Reason for Leaving
3. Employer	Date Employed From / to /
Address	Telephone Number ()
Job Title	Supervisor
Major Responsibilities or Duties	Salary
	Reason for Leaving

List groups or organizations to which you currently belong or previously belonged. Also list leadership positions held.

List hobbies and interests

May we contact your present employer at this time? Yes No

Was your employment ever terminated involuntarily or were you ever asked to resign? Yes No

If yes, please explain _____

If your last name was different from the one you are now using in any of your positions or schools, please indicate name(s), date(s)

Have you ever been arrested, charged, or convicted of sexual abuse of a minor or of child molestation? _____

Explain _____

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If you have a relative(s) who currently works for the Jewish Community Centers of Greater Boston please indicate name, position, and location _____

If you have ever worked for the Jewish Community Centers of Greater Boston please answer the following:

_____ Dates? _____
 Department/Branch Location Position Start Date End Date

If you have ever applied for a position with the Jewish Community Centers of Greater Boston, please answer the following:

Where? _____ Date? _____

IV. Skills

Review activities listed below and rate as follows: (1) can organize and teach as an expert (2) can assume some leadership responsibility (3) can assist in teaching (4) unfamiliar

ARTS & CRAFTS	JEWISH PROGRAMMING	SPORTS	WATERFRONT
<input type="checkbox"/> Art	<input type="checkbox"/> Culture	<input type="checkbox"/> Archery	<input type="checkbox"/> Boating
<input type="checkbox"/> Ceramics	<input type="checkbox"/> Customs and Ceremonies	<input type="checkbox"/> Basketball	<input type="checkbox"/> Lifeguard Training
<input type="checkbox"/> Jewelry Making	<input type="checkbox"/> Songs	<input type="checkbox"/> Batting Cages	<input type="checkbox"/> Red Cross W.S.I.
<input type="checkbox"/> Sewing	MUSIC	<input type="checkbox"/> Fencing	<input type="checkbox"/> Swimming
<input type="checkbox"/> COOKING	<input type="checkbox"/> Song Leading with guitar	<input type="checkbox"/> Fitness	CERTIFICATIONS
DANCE	<input type="checkbox"/> Instruments (please list) _____	<input type="checkbox"/> Football	<input type="checkbox"/> CPR Training Completed
<input type="checkbox"/> Israeli	<input type="checkbox"/> Teach Guitar and Song Leading	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> EMT Certified
<input type="checkbox"/> Modern: Jazz, Hip Hop, etc.	OUTDOOR/ADVENTURE	<input type="checkbox"/> Karate	<input type="checkbox"/> Lifeguard
<input type="checkbox"/> DRAMA	<input type="checkbox"/> Climbing Wall	<input type="checkbox"/> Newcomb	
FOREIGN LANGUAGE	<input type="checkbox"/> Hiking	<input type="checkbox"/> Soccer	
<input type="checkbox"/> Hebrew	<input type="checkbox"/> Mountain Biking	<input type="checkbox"/> Softball	
<input type="checkbox"/> Russian	<input type="checkbox"/> Ropes/Adventure Course	<input type="checkbox"/> Street Hockey	
<input type="checkbox"/> Other (please list) _____		<input type="checkbox"/> Volleyball	
GAMES	PHOTOGRAPHY	<input type="checkbox"/> Wrestling	
<input type="checkbox"/> Board Games	<input type="checkbox"/> Digital	<input type="checkbox"/> Yoga/Pilates	
<input type="checkbox"/> Mah Jongg	<input type="checkbox"/> Film		
	<input type="checkbox"/> Video Production		

Age Preference (rank in order - 1,2,3, etc. - 1= most desired)

<input type="checkbox"/> 5-6 year olds	<input type="checkbox"/> 11-12 year olds
<input type="checkbox"/> 7-8 year olds	<input type="checkbox"/> 13-15 year olds
<input type="checkbox"/> 9-10 year olds	

References

List three references (employers, supervisors and school administrators) who could comment on your abilities and experience in working with children:

Name	Address	Daytime Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

V. Information for Applicants

The Jewish Community Centers of Greater Boston is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, physical or mental disability, marital or veteran status, age or other protected status. Religion will not be considered a factor except where it is a bona fide occupational qualification and necessary to fulfill the Organization’s mission.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

Before answering the following questions, please read carefully the paragraphs printed below.

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the Superior Court for criminal prosecution.

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

Have you been convicted of a misdemeanor? (Do not include a prior first-conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, or a conviction for any misdemeanor where the conviction occurred or any prison sentence ended five or more years ago [whichever date is later], unless you have been convicted of another offense within the last five years.)

Yes No

If yes, please explain _____

We may conduct an investigation regarding your character, employment, education, credit and criminal history prior to extending an offer of employment and at any time during your employment. Should we deny or terminate your employment wholly or in part on the basis of information contained in a consumer report supplied to us by a consumer reporting agency, we will supply to you the name and address of that agency.

VI. Applicant’s Certification and Agreement

I understand that this application is current for 60 days. If I still wish to be considered at the end of this period, I must fill out a new application.

I understand that if I am hired by the Jewish Community Centers of Greater Boston I will be employed on an at-will basis, which means that I will be free to resign at any time, and that the Jewish Community Centers of Greater Boston reserves the right to terminate the employment at any time, with or without cause, regardless of the date of payment of my wages and salary. I understand that if I am hired, I will be required to abide by the rules and regulations of the Jewish Community Centers of Greater Boston.

The information I have supplied in this application or as a part of the application process is true and complete. I understand that any false statement or significant omission by me in the application or application process may be cause for dismissal if discovered at a later date.

I hereby authorize the Jewish Community Centers of Greater Boston to investigate the information I have furnished on this application, and I understand that employment is subject to acceptable educational references, employment references, and other references, as applicable.

Date _____

Signature _____