



JEWISH ASSOCIATION FOR RESIDENTIAL CARE
 21160 95TH AVENUE SOUTH, BOCA RATON, FL 33428
 561-558-2550 – (FAX) 487-7840 – www.hr@jarcfl.org – www.jarcfl.org

EMPLOYMENT APPLICATION
EQUAL OPPORTUNITY EMPLOYER

JARC provides Equal Employment Opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, JARC complies with applicable state and local laws governing non-discrimination in employment.

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

****PLEASE PRINT, FAILURE TO ACCURATELY & COMPLETELY FILL OUT THE APPLICATION
 MAY RESULT IN DISQUALIFYING YOU AS A CANDIDATE FOR EMPLOYMENT****

PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE INITIAL
CURRENT ADDRESS				
CITY		STATE	ZIP	
SOCIAL SECURITY NUMBER		VALID DRIVER'S LICENSE NUMBER		EXPIRATION DATE
HOME PHONE	CELL PHONE		EMAIL ADDRESS	
ARE YOU OVER AGE 18?	YES () NO ()	ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?	YES () NO ()	

JOB INTEREST AND AVAILABILITY

WHAT POSITION ARE YOU APPLYING FOR?		WHEN ARE YOU ABLE TO BEGIN WORK?		
WHAT DEPARTMENT ARE YOU APPLYING FOR?				
GROUP HOME ()	SUPPORTED LIVING ()	ADULT DAY TRAINING ()	ADMINISTRATIVE ()	
TYPE OF EMPLOYMENT	FULL TIME () PART TIME ()	WILL YOU WORK OVERTIME	YES () NO ()	

PLEASE INDICATE THE HOURS YOU AVAILABLE TO WORK ON EACH DAY. IF YOUR ABILITY IS OPEN AND FLEXIBLE, PLEASE INDICATE **ANYTIME** NEXT TO EACH DAY

DAY	START TIME	END TIME
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

EMPLOYMENT RECORD

Please complete in detail, starting with current or most recent employer. List all previous employers during the past **ten** years. Include self-employment, military service, summer or part-time employment. Use additional sheets if necessary.

Company name		Address	
Supervisor name & title	Supervisor's phone	Length of employment From _____ To _____	
Job title	() Full-time () Part-time () Summer () Other	Starting salary \$ _____ Final salary \$ _____	
Briefly describe your duties:		Reason for leaving (if you are still employed, why do you desire a change?)	

Company name		Address	
Supervisor name & title	Supervisor's phone	Length of employment From _____ To _____	
Job title	() Full-time () Part-time () Summer () Other	Starting salary \$ _____ Final salary \$ _____	
Briefly describe your duties:		Reason for leaving (if you are still employed, why do you desire a change?)	

Company name		Address	
Supervisor name & title	Supervisor's phone	Length of employment From _____ To _____	
Job title	() Full-time () Part-time () Summer () Other	Starting salary \$ _____ Final salary \$ _____	
Briefly describe your duties:		Reason for leaving (if you are still employed, why do you desire a change?)	

Company name		Address	
Supervisor name & title	Supervisor's phone	Length of employment From _____ To _____	
Job title	() Full-time () Part-time () Summer () Other	Starting salary \$ _____ Final salary \$ _____	
Briefly describe your duties:		Reason for leaving (if you are still employed, why do you desire a change?)	

May we contact your current employer?	YES () NO ()
Have you ever been convicted of a criminal offense other than minor traffic violations?	YES () NO ()
If you answered yes, please explain _____	

METHOD OF REFERRAL

Tell us how you were referred to us by checking the appropriate section below:			
I am a former employee (state when, where and position)			()
I have been referred by a current employee. Employee's name:			()
I have previously applied for employment with JARC. State when & department:			()
Check appropriate section below and advise the specific site			
Job Posting ()	Walk In ()	JARC Website ()	Other ()

JOB/COMPUTER SKILLS

Personal Computer Software

Windows () Excel () MS Access () MS Word ()

List additional PC Software

List any additional skills, aptitudes or work related experience that would qualify you for a position at JARC

EDUCATION

School Name and Location	Degree	Major	Dates Attended	Circle last year completed
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High School				1 2 3 4
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Vocational School				1 2 3 4
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College				1 2 3 4
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Graduate School				1 2 3 4
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Other				1 2 3 4
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REFERENCES

List three professional or work related references. Include reference's full name, company name & telephone number

1. _____

2. _____

3. _____

CONDITIONS OF EMPLOYMENT

PLEASE READ THIS SECTION CAREFULLY, SIGN AND DATE WHERE INDICATED

- A.** If the position requires it, I agree to be fingerprinted before or during my employment and understand my fingerprint record will be processed by a law enforcement agency(ies).
- B.** I authorize the investigation of all statements contained in this application. I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of facts in the application or in the hiring process is cause for dismissal, whenever such falsification or omission is discovered. I authorize all my previous employers and references to furnish any information concerning my personal character, habits or employment records, including the reason for the termination of my employment. I release all such persons from liability or damages incurred as a result of this inquiry and furnishing this information.
- C.** I understand and agree that my employment is at will, is not for a definite period and may be terminated by JARC or me at any time, for any reason, with or without cause or previous notice, regardless of the date of payment of my wages and salary, unless, I am covered by a signed, written agreement. 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 JARC or me, unless, I am covered by a signed, written agreement.
- D.** I fully understand that because of the nature of the business conducted by JARC, all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description, relating to the business of JARC to anyone with whom JARC 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 JARC employ, I am not to, and will not at any time, communicate or reveal any business of JARC or any such information or records of files or the matters contained therein, to unauthorized personnel within JARC, nor to anyone outside of JARC. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.
- E.** 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.
- F.** I agree not to work for any other company while employed by JARC without the consent of JARC.
- G.** If I am employed by JARC, I release JARC, its officers, directors, employees and agents with respect to any information provided them regarding my employment or separation therefrom, including but not limited to any claims of defamation, libel, slander or false light. In the event that this release is successfully used in defense of any action or proceeding brought by me with respect to any information provided, I agree to pay attorney's fees and costs incurred in defending such action of proceeding.
- H.** If I am employed by JARC, I will comply with all rules, regulations and directives. I further understand that these rules and regulations may be changed, interpreted, withdrawn or added to by JARC at any time, at JARC's sole option and without any prior notice to me.
- I.** I understand that during my employment, I may be asked to transfer to a difference position and/or location.

I HAVE READ IN FULL AND AGREE TO ABIDE BY THE ABOVE STATEMENTS AND CONDITIONS OF EMPLOYMENT, IF HIRED.

Print Name	
Signature	
Date	