

d/b/a Arnstein Jewish Community Center
6800 Deane Hill Drive
Knoxville, TN 37919
www.jewishknoxville.org
Phone: 865-690-6343
FAX: 865-694-4988

M Collins Day Camp APPLICATION FOR EMPLOYMENT

As an Equal Opportunity Employer, the Knoxville Jewish Alliance considers applicants for all positions, without regard to race, color, religion, sex, national origin, age, disability, or marital or veteran status in accordance with applicable federal and state laws.

Answer the following questions and information requests accurately and completely. If more space is needed, use additional sheets of paper.

1. PERSONAL INFORMATION:

Date _____

First Name _____ Middle Name _____ Last Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone _____ Current address valid until? _____ Email _____

Permanent Address _____

City _____ State _____ Zip Code _____

Do you have a valid Tennessee Drivers' License? Yes No License Number _____

Position applying for: _____ What Salary/Wage is expected? _____

Are you 16 years of age, or older? Yes No Are you 19 years of age, or older? Yes No

Are you lawfully eligible to be employed in the United States? Yes No (Proof of identity and employment eligibility in accordance with immigration laws will be required if you are hired.)

Date Available from? _____ Date Available to? _____

Have you ever applied for a job with the KJA before? Yes No If so, when? _____

Do you have any relatives that are employed by the AJCC? Yes No If so, please list their names & relationship.

Are you physically capable of performing the job for which you have applied? Yes No

Do you have transportation for work? Yes No Who referred you to MCDC/AJCC? _____

How many days do you anticipate asking off work for the summer? What dates do you know you will be unavailable this summer?

What age group would you most like to work with? (select 1)

Any K 1 2 3 4 5 6 7 8 9 10

Have you served in the Armed Forces? Yes No If so, what branch? _____ Service Dates: _____

EDUCATION: Please include last year completed by May 24. List most recent experience first.

School	Major	Present Year or Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

CAMP EXPERIENCE:

Dates	Camp/Director	Address/Phone #	Camper or Staff?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE: (most recent first)

Dates	Employer	Position	Phone #	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES: List below the requested information for 3 persons (not relatives) having knowledge of your character, experience, and ability.

Name	Occupation	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATIONS: Please list all of your current certifications, include type, (ex. Lifeguard, CPR, etc.), the certifying agency (ex. Red Cross, YMCA, etc.), and the expiration date. **You must also be able to provide proof of certification if employed.**

Type	Agency	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please answer the following questions in as much detail as possible. Feel free to attach additional sheets if necessary.

1. List any other skills that you possess that you feel would be useful at camp. _____

 2. Why do you want to work at the Milton Collins Day Camp? _____

 3. What contributions do you think you can make at camp? _____

 4. What contribution do you think a well-run camp can make to children? _____

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5. If you had a child at camp, what would be your concerns? _____

6. What do you think it takes to make a good camp employee? _____

7. List any Jewish education or relevant experience you have: (not required for employment). _____

8. Anything else you would like us to know about you? _____

Have you ever been convicted of violating any laws (not including minor traffic violations)? Yes No If yes, please explain:

Have you ever been investigated, accused, or convicted of sexually or physically abusing a child? Yes No If yes, please explain:

APPLICANT'S CERTIFICATION AND AGREEMENT

(Please read carefully before signing below or submitting electronically)

I hereby declare that the information provided by me in this application is true, accurate and complete. I understand that any misstatement, misrepresentation (including omissions) or falsification of this information is grounds for refusal to hire, and for termination if discovered after being hired.

I authorize you to investigate my personal references, criminal record, public record, credit file, and employment history and to request, receive and verify all information given in this application, except as specified, and release all parties from any liability that may result from furnishing such information to Knoxville Jewish Alliance (KJA) or its personnel.

I understand that an offer of employment may be conditioned upon satisfactory completion of a pre-employment physical examination and related tests, including drug and alcohol testing, and agree to drug and alcohol testing as required by the KJA as a condition of continued employment. If I should be hired, I agree to conform to the rules, regulations, policies and procedures of the KJA.

I understand that this employment application is not a promise of employment, and that absent a written agreement to the contrary, my employment will be at-will. I understand and agree that only the KJA Executive Director has authority to enter into any agreement for employment for any specific period of time and that any such agreement entered into by the KJA Executive Director will not be enforceable unless it is in writing.

I understand that by submitting this form electronically, it constitutes my agreement to the terms and conditions above and the electronic submission will represent my signature on this document (should I not have an electronic signature to place on this document).

Signature _____

Date _____

THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THE TIME AND COMPLETE AND NEW APPLICATION.