

Memphis Jewish Home

EMPLOYMENT APPLICATION

Name: _____ Home Phone: () - _____
Last First Middle

Present Address: _____
Number Street City State Zip Code

Do you have the legal right to be employed in the United States? Yes No

Are you 18 years of age or older? Yes No If your answer is "No," please give birthdate: _____

Have you ever been convicted of a crime? Yes No

If yes, state the offense, location, date, and disposition: _____

**A conviction record will not necessarily be a bar to employment. This information will be used only for job related purposes and only to the extent permitted by applicable law.*

EMPLOYMENT DESIRED

How did you hear about the position at MJH? _____

Position applying for: _____ Salary Required: \$ _____

Are you available: full-time part-time? Please specify days and hours available: _____

Date Available to Start: ____/____/____

Have you ever applied for and been denied a position at Memphis Jewish Home (MJH)? Yes No

Have you ever worked for MJH? Yes No If your answer is "Yes," please indicate dates of employment: _____

_____ and position _____

Are you now or do you expect to be engaged in any other business or employment? Yes No

If yes where? _____ Hours _____

Are you willing to work overtime as necessary? Yes No Are you presently employed? Yes No

May we contact your present employer? Yes No

DO NOT CONTACT:

Employer _____ Reason _____

Employer _____ Reason _____

If you worked in any of your previous positions under another name, give that name: _____

EDUCATION

NAME, ADDRESS & LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	MAJOR FIELD OF STUDY
High School:		Yes No	
College:		Yes No	Degree Earned:
Trade School:		Yes No	Degree Earned:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes No If so, when, where, and what courses? _____

List and describe any specialized training that you believe relevant to the position for which you are applying: _____

List memberships in any professional organizations: _____

WORK HISTORY

List names of employers in consecutive order with **present or most recent employer listed first**. Account for all periods of time including military service and **any periods of unemployment**. Be sure to list ALL jobs worked. If self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR OF EMPLOYMENT.

NAME OF EMPLOYER:	SUPERVISOR:	DATES EMPLOYED	PAY RATE
	NAME:	FROM: ____/____ Month/Year	\$ _____
ADDRESS: _____	TITLE:	TO: ____/____ Month/Year	
	NATURE OF BUSINESS:	YOUR JOB DUTIES:	
TELEPHONE NUMBER INCLUDING AREA CODE: () -	YOUR JOB TITLE:		
REASON FOR LEAVING:			
ARE YOU ELIGIBLE FOR REHIRE? Yes No			

WORK HISTORY

List names of employers in consecutive order with **present or most recent employer listed first**. Account for all periods of time including military service and **any periods of unemployment**. Be sure to list ALL jobs worked. If self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR OF EMPLOYMENT.

NAME OF EMPLOYER:	SUPERVISOR: NAME:	DATES EMPLOYED FROM: ____/____ Month/Year	PAY RATE \$_____
		TO: ____/____ Month/Year	
ADDRESS: _____	TITLE:	YOUR JOB DUTIES:	
	NATURE OF BUSINESS:		
INCLUDING AREA CODE: () -			
REASON FOR LEAVING:			
ARE YOU ELIGIBLE FOR REHIRE? Yes No			

NAME OF EMPLOYER:	SUPERVISOR: NAME:	DATES EMPLOYED FROM: ____/____ Month/Year	PAY RATE \$_____
		TO: ____/____ Month/Year	
ADDRESS: _____	TITLE:	YOUR JOB DUTIES:	
	NATURE OF BUSINESS:		
INCLUDING AREA CODE: () -			
REASON FOR LEAVING:			
ARE YOU ELIGIBLE FOR REHIRE? Yes No			

NAME OF EMPLOYER:	SUPERVISOR: NAME:	DATES EMPLOYED FROM: ____/____ Month/Year	PAY RATE \$_____
		TO: ____/____ Month/Year	
ADDRESS: _____	TITLE:	YOUR JOB DUTIES:	
	NATURE OF BUSINESS:		
INCLUDING AREA CODE: () -			
REASON FOR LEAVING:			
ARE YOU ELIGIBLE FOR REHIRE? Yes No			

Social Security Number: _____

Emergency Contact:
Name: _____

Phone Number: _____

Use the space below to describe why you are interested in working for Memphis Jewish Home and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

Have you ever been involuntarily terminated (fired, laid off, etc.) from employment with an employer? Yes No
If so, please explain: _____

Memphis Jewish Home will review applications for 30 days for open positions, after which the applicant would need to resubmit. Memphis Jewish Home is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, sex, religion, national origin, age, disability, or veteran status in accordance with federal, state, and local laws. No question on this application is intended to secure information to be used in a discriminatory way.

PRE-EMPLOYMENT STATEMENT

Please read very carefully before signing below

I understand and voluntarily agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Memphis Jewish Home's employ.
2. I understand this application will be given every consideration, but receipt by MJH does not imply that the applicant will be employed. Any offer of employment I may receive from MJH is contingent upon my successful completion of the total pre-employment screening process, including MJH receiving references that it considers satisfactory, satisfactory criminal background investigation and drug screen, and satisfactory completion of any post-job offer pre-employment physical examination that the Home may require.
3. In processing my application for employment, MJH may verify all the information provided by me.
4. I understand that as a condition of employment, I will be required to undergo and successfully pass a screening for alcohol and/or drugs and a criminal background investigation. I also understand and agree that, if employed, I may be required to submit to additional screens for the illegal use of drugs and testing for alcohol.
5. I authorize and request that all of my present and former employers furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages arising from furnishing the requested information.
6. In consideration of my employment should I become employed, I agree to comply with the policies, rules, regulations, and procedures of MJH and understand that my employment is AT-WILL and can be terminated with or without cause or notice, at any time, at the option of either MJH or me. I further understand that no manager or representative of MJH, other than the Executive Director, has authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any MJH policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the Executive Director.

SIGNATURE

DATE