



**Jewish Family Services  
of Greensboro**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REFERRED BY \_\_\_\_\_

ARE YOU A U.S. CITIZEN \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE OF BIRTH \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

EVER APPLIED TO THE JFS BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_

NAME OF SUPERVISOR, POSITION: \_\_\_\_\_

**EDUCATION**

	<u>NAME AND LOCATION OF SCHOOL</u>	<u>YEARS ATTENDED</u>	<u>GRADUATION DATE</u>	<u>DEGREE MAJOR</u>	<u>DEGREE OBTAINED</u>
<b>HIGH SCHOOL</b>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<b>COLLEGE</b>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<b>TRADE, BUSINESS OR CORRESPONDENCE SCHOOL</b>					
	<u>NAME AND LOCATION OF SCHOOL</u>	<u>YEARS ATTENDED</u>	<u>GRADUATION DATE</u>	<u>DEGREE MAJOR</u>	<u>DEGREE OBTAINED</u>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

**GENERAL** (INCLUDE CONTINUING PROFESSIONAL EDUCATION COURSES)

SUBJECT OF SPECIAL STUDY/OTHER SKILLS \_\_\_\_\_

\_\_\_\_\_

INTERESTS \_\_\_\_\_

\_\_\_\_\_

**PRIOR EMPLOYMENT** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST - INCLUDE INTERNSHIPS)

DATE (MONTH & YEAR)	NAME & ADDRESS OF EMPLOYER	POSITION/ RESPONSIBILITIES	BASE SALARY BENEFITS	REASON FOR LEAVING
FROM	_____	_____	_____	_____
TO	_____	_____	_____	_____
FROM	_____	_____	_____	_____
TO	_____	_____	_____	_____
FROM	_____	_____	_____	_____
TO	_____	_____	_____	_____
FROM	_____	_____	_____	_____
TO	_____	_____	_____	_____

**VOLUNTEER/COMMUNITY SERVICE EXPERIENCE, ETC.:**

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**REFERENCES** (GIVE 3 INDIVIDUALS NOT RELATED TO YOU, WHO YOU HAVE KNOWN FOR AT LEAST 1 YEAR.  
AT LEAST ONE SHOULD BE WORK-RELATED.)

NAME	ADDRESS	BUSINESS	WORK PHONE #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**PHYSICAL RECORD**

HAVE YOU BEEN TOLD THE ESSENTIAL FUNCTIONS OF THE JOB OR HAVE YOU VIEWED A COPY OF THE JOB DESCRIPTION LISTING THE ESSENTIAL FUNCTIONS OF THE JOB? YES \_\_\_ NO \_\_\_

CAN YOU PERFORM THESE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION? YES \_\_\_ NO \_\_\_

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**CRIMINAL RECORD**

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE?

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I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

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**ADDITIONAL INFORMATION:**

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**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

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HIRED \_\_\_\_\_ POSITION \_\_\_\_\_ WILL REPORT \_\_\_\_\_

SALARY \_\_\_\_\_

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**Jewish Family Services  
5509-C West Friendly Avenue  
Greensboro, NC 27410-4211  
(336) 852-4829**

**Van Driver Application**

**Addendum**

**Date:**

**Name:**

**Driver's License Number:**

**Expiration Date:**

**List any traffic violations:**

**List any health problems that would interfere in ability to safely operate a motor vehicle and carry out job responsibilities:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_