



האקדמיה היהודית סן-דייגו
The pluralistic community day school

SAN DIEGO JEWISH ACADEMY

Employment Application Non-Teaching Position

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.
(Application must be completed in full even if attaching a resume.)

POSITION APPLIED FOR _____ DATE OF APPLICATION _____

PERSONAL INFORMATION

Last Name	First Name	Social Security Number
Present Address	Apt or Unit Number	City, State and Zip
Permanent Address (if different from present address)	Apt or Unit Number	City, State and Zip
Home Telephone	Mobile Telephone	Email Address
If no telephone, how may we contact you?		
Are any of your relatives presently employed with San Diego Jewish Academy (SDJA)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name of relative:		
Have you ever applied to or worked for SDJA before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, approximate date (mo/yr):		
How were you referred to SDJA?		

EDUCATION

Circle Last Yr of School Completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 or more (Post-Graduate)			
Name of High School	Did you Graduate?	Degree Received	
Name of College or University	Major Field of Study	Did You Graduate?	Degree Received
Name of College or University	Major Field of Study	Did You Graduate?	Degree Received

Attach additional sheets if necessary

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GENERAL INFORMATION

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)

Yes No

If under age 18 ONLY Can you supply working papers? Yes No

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes No

Have you ever been discharged from employment or asked to resign? Yes No

If so, please explain:

Are you able to perform all of the essential functions of the job(s) for which you are applying, with or without reasonable accommodations? Yes No

If you require reasonable accommodations, please explain what accommodations are required:

If applying for part-time or temporary work, what days and hours are you available?

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u> N/A
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EMPLOYMENT HISTORY

Begin with your most recent employer and continue with all past employment. Account for all periods of unemployment. Attach additional sheets if necessary. You must complete this section even if attaching a resume.

Company Name	Address (including suite no., city, state, and zip)	
Name & Title of Supervisor	Telephone	Email
Employment Dates (To – From)	Beginning Salary	Ending Salary
Job Title	Reason for Leaving	
Job Duties		
Explain any Period Between Jobs		
May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Company Name	Address (including suite no., city, state, and zip)	
Name & Title of Supervisor	Telephone	Email
Employment Dates (To – From)	Beginning Salary	Ending Salary
Job Title	Reason for Leaving	
Job Duties		
Explain any Period Between Jobs		
May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Name	Address (including suite no., city, state, and zip)	
Name & Title of Supervisor	Telephone	Email
Employment Dates (To – From)	Beginning Salary	Ending Salary
Job Title	Reason for Leaving	
Job Duties		
Explain any Period Between Jobs		
May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Name	Address (including suite no., city, state, and zip)	
Name & Title of Supervisor	Telephone	Email
Employment Dates (To – From)	Beginning Salary	Ending Salary
Job Title	Reason for Leaving	
Explain any Period Between Jobs		
Job Duties		
May We Contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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ADDITIONAL EXPERIENCE OR QUALIFICATIONS

An application form sometimes make it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Do you speak, write, or understand any foreign languages? Yes No

If so, which language(s):

Professional References (references must be professional in nature, and may not include any family members of the applicant)

1	Name	Business Phone ()
	Business Address	Title
	City And State (Zip)	How Long Known?

2	Name	Business Phone ()
	Business Address	Title
	City And State (Zip)	How Long Known?

3	Name	Business Phone ()
	Business Address	Title
	City And State (Zip)	How Long Known?

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CRIMINAL RECORD STATEMENT

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

Have you ever been convicted of a crime in California?

Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed

Pursuant to California Labor code 432.8, convictions for marijuana-related offenses that are more than two years old need not be listed

Yes No

Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of the U.S.?

Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed

Pursuant to California Labor code 432.8, convictions for marijuana-related offenses that are more than two years old need not be listed

Yes No

If you answered Yes, to one or both questions above, please give details below indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THAT CONVICTION(S) WILL DISQUALIFY YOU FOR EMPLOYMENT.

If you have been convicted of a crime in California or from another state, federal court, military or jurisdiction outside of the U.S., please provide the following information:

1. What was the offense?
2. In which state and city did you commit the offense?
3. When did this occur?
4. Tell us what happened. (Use additional sheets of paper if needed)

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

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Notification And Agreement

Please Read Before Signing

_____ (initials) I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the organization to afford equal opportunity to all employees and applicants for employment without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also does not discriminate based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is **unlawful**.

_____ (initials) I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by San Diego Jewish Academy, I am entitled to copies of any such public records obtained by San Diego Jewish Academy unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of such records even though I checked the box.

I waive receipt of a copy of any public record described in the paragraph above.

_____ (initials) I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and San Diego Jewish Academy. In addition, if hired, I agree to abide by all of the organization rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the organization or me. I further understand that no representation, whether oral or written by any representative or agent of the organization, at any time, can constitute a contract of employment. I understand that the organization and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the organization, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the Executive Director, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature _____ Date _____

Please Return Completed Application To:

Human Resources Department
San Diego Jewish Academy
11860 Carmel Creek Road
San Diego, CA 92130

Fax (858) 704-3850 Email [!HR@sdja.com](mailto:HR@sdja.com)