

EMPLOYMENT HISTORY

Start with you present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
Address	From:		
	To:		
Telephone Number	Hourly Rate/Salary		
Job Title Supervisor	Starting	Final	
Reason for leaving	additional comments		
Employer	Dates Employed		Work Performed
Address	From:		
	To:		
Telephone Number	Hourly Rate/Salary		
Job Title Supervisor	Starting	Final	
Reason for leaving	additional comments		
Employer	Dates Employed		Work Performed
Address	From:		
	To:		
Telephone Number	Hourly Rate/Salary		
Job Title Supervisor	Starting	Final	
Reason for leaving	additional comments		

Employer	Dates Employed	Work Performed
Address	From:	
	To:	
Telephone Number	Hourly Rate/Salary	
Job Title Supervisor	Starting	Final
Reason for leaving	additional comments	

(If you need additional space, please continue on a separate sheet of paper)

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience.

EDUCATION

	High School	Undergraduate College/University	Business School	Graduate/ Professional
School Name and Location				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra- curricular activities				
Describe any honors you have received				
State any additional information you				

feel may be helpful to us in considering your application	
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Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

REFERENCES

Give name, address and telephone number of four references (2 professional & 2 personal) who are not related to you and are not previous employers.

Name & Occupation	Address	Phone number

**FLINT JEWISH FEDERATION/JEWISH FAMILY & CHILDREN'S SERVICES
AGREEMENT FOR AT-WILL EMPLOYMENT**

In consideration of my continued employment, I agree to comply with the rules and regulations of the Agency and I understand and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the Agency or myself. I further understand that the Agency has the sole right to make all job assignments, to set all terms for compensation and benefits and to determine whether I will remain employed, be terminated or laid off. I understand that no supervisor, personnel representative or other person employed by the Agency other than Executive Vice President/Executive Director with the written consent of the Corporation, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and then such agreement must be in writing, signed by both myself and the Executive Vice President/Executive Director of the Agency. I also understand that any employee handbook and other materials that may be distributed to me during the course of my employment shall not be construed as a contract or in any way alter my at-will employment relationship. Any prior understandings or agreements of continued employment shall be considered to be superseded by this agreement.

_____ Applicant's Signature	By: _____ FJF/JFCS
_____ Date	_____ Date

**PERMISSION TO CONDUCT BACKGROUND CHECK
FOR EMPLOYMENT SCREENING**

The facts set forth in this application are true and complete. I hereby authorize investigation of all statements contained in this application, and I hereby give permission to the Flint Jewish Federation and Jewish Family & Children's Services and any third party it so chooses to utilize, to conduct a personal check on my background, including, but not limited to, work history, business and personal references, criminal record, educational credentials, driving record or credit history and hold harmless the above referenced. I understand that employment is contingent upon this investigation and, if employed, false statement in this application shall be considered sufficient cause for dismissal. I hereby release FJF/JFCS the reference/credential check firm it may elect to utilize and its clients from any obligation proved to me with written notification of such disclosure. I understand that this may include a record of disciplinary action assessed by any of the above parties.

_____ Applicant Signature	_____ Date
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PERMISSION TO REFER RESUME

I hereby give permission to Flint Jewish Federation/Jewish Family & Children's Services to forward my resume, at their

discretion, to individuals, organizations or other search services which may have an employment opportunity for which I am qualified.

Applicant Signature

Date