

PORTLAND JEWISH ACADEMY

At the Schnitzer Family Campus

6651 SW Capitol Highway
Portland, OR 97219
503.244.0126
www.portlandjewishacademy.org

Employment Application

EQUAL EMPLOYMENT OPPORTUNITY: The Portland Jewish Academy (PJA) is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, national origin, sexual orientation, marital status, religion, political affiliation, veteran status, physical or mental disability or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to its operations. Certain positions may require specialized knowledge of the Jewish religion and culture.

REASONABLE ACCOMMODATION: Applicants with disabilities may request reasonable accommodation in the PJA's recruitment and selection process by contacting the Human Resources Manager.

Position Applied For: _____ Date of Application: _____

Last Name First Name Middle Name

Address City State Zip

Telephone Number(s): Home Cell Email Address

Have you ever applied for employment with PJA? Yes No Date & Position: _____

Have you ever been employed by PJA? Yes No Dates & Position: _____

If hired, can you provide proof that you are authorized to work in the United States? Yes No

CRIMINAL RECORD: *(Conviction of a crime is not an automatic bar to employment. We consider factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job you have applied for. Do not list any arrest, charge, detention or conviction that has been judicially expunged, sealed, impounded or eradicated.)*

Have you ever been convicted, plead guilty or no contest, or forfeited bond or bail Yes No
for any crime other than traffic violations? *(DUII is not considered a traffic violation.)*

If yes, please give details: _____

Are you currently enrolled in the Oregon Criminal Registry? Yes No

SKILLS: *(Some positions at PJA require the use of a personal computer and other office equipment. Please indicate your level of skill in the following areas.)*

B = Basic I = Intermediate A = Advanced Blank = No Experience/Skill In This Area

____ Personal Computer _____ Microsoft Word _____ Microsoft Excel
____ Calculator/10-Key _____ Microsoft Access _____ Microsoft Power Point

EDUCATION: *(Please list your education or training including college and business, technical, trade, correspondence and military schools, etc.)*

Please circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20+

Did you graduate from high school: Yes No GED? Yes No

School Name and Address	Course of Study/Major	Degree/Certificate

ADDITIONAL INFORMATION: *(Use this space to add other job-related information you wish for us to consider.)*

WORK EXPERIENCE: *Begin with your present position, or, if unemployed, your most recent position. Be accurate and account for all of your time. **Add copies of this page to include additional work experience; your resume will not substitute for additional pages. Do not write "see resume."** Include all military, non-paid, or volunteer work related to this position. Use the previous section to account for any gaps in your employment.*

From:	To:	Employer:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position:		Address:	
Duties: (be specific)			
Starting Salary:		Supervisor's Name & Telephone Number:	
Ending Salary:		Reason For Leaving:	

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Starting Salary:		Supervisor's Name & Telephone Number:	
Ending Salary:		Reason For Leaving:	

VERIFICATION AND SIGNATURE: *Please read carefully and initial each statement.*

_____ I authorize the investigation of all matters which Portland Jewish Academy (PJA) deems relevant to my qualification for employment, including all information given in this application and any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (e.g. current or former supervisors, coworkers) employers, or other entities (e.g. schools) supplying it. I also release you and PJA from all liability that may result from making the investigation.

_____ I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when or how discovered.

_____ I understand that I may be required to submit to a criminal background check, pre-or post-employment physical and other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at PJA's expense. I authorize release of the results to PJA and their use to evaluate my suitability for employment. I also release PJA from all liability arising out of or connected with any examinations, inquiries or testing.

_____ I understand that my employment is "at will," and I may resign or be terminated, without cause or notice, at any time. I also understand that the Chief Executive Officer is the only person who will ever have the authority to agree to any other terms, and that those terms must be in writing and signed by both parties.

Signature: _____

Date: _____

Printed Name: _____

Submit Applications to: Portland Jewish Academy
Human Resources Department
6651 SW Capitol Highway
Portland, Oregon 97219

Applications returned by e-mail will not be considered. Only signed, complete applications will be considered. Resumes are optional and do not replace the application form unless noted otherwise in the job announcement. Applications must be received by 5:00 p.m. on the closing date. If the position is opened until filled, applications are reviewed in the order they are received

This application will only be considered active for the duration of the recruitment and selection period for the position you are applying for. You must complete and submit a new employment application if you wish to be considered for another opening. Further, due to the volume of applications received, not every candidate who applies for a position will receive an interview.

PORTLAND JEWISH ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER

November, 2009