

Application For Employment
Congregation Emanu El
Becker Early Childhood Center

Today's Date _____

Personal Information

Name _____ DOB _____
Last First Middle

Address _____
(Street, City, State, Zip)

Phone No. _____ Email _____ Social Security # _____

Education	Name of School	Dates attended	Did you graduate?	Degree(s) Earned
High School				
College				
Trade, Business or Correspondence School				

Position Desired _____ **Date you can start** _____

List any specific courses, areas of study or extracurricular activities which you feel have prepared you for working with young children.

What are some of your strengths that may be useful to your work here?

What is your classroom management style?

How do you handle challenging behavior?

List three references who know of your ability to work with young children:

<small>Name</small>	<small>Address</small>	<small>Phone Number</small>

Previous Employment

Date (year, Month)	Name and Address	Salary	Position	Reason for leaving
From: To:				
From: To:				
From: To:				
From: To:				

Are you physically capable of performing the essential functions, with or without accommodation, of any work for which you are being considered? Yes No

Are you authorized to work in the United States? Yes No

Are you a Member of Congregation Emanu El? Yes No

Are you related, directly or by marriage, to any current employee of Emanu El? Yes No

If yes, state name, position and relationship. _____

Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation in the last 10 years? If yes, describe _____ Yes No

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in dismissal.

I authorize investigation of all information concerning my previous employment and any pertinent information, personal and otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. A copy or fax copy of this authorization may be relied upon as if it were the original document.

I agree that in the event I am hired and leave the employ of Congregation Emanu El for any reason wherein I am indebted to Congregation Emanu El of any sums whatsoever, Congregation Emanu El is hereby authorized, to the extent permitted by law, to deduct or offset any amount due and owing by me from the amount owed to me by Congregation Emanu El up to the maximum amount permitted by law.

I understand that Congregation Emanu El will not tolerate the use or possession of unauthorized drugs, non-prescription drugs and/or alcohol by its employees, nor does Congregation Emanu El permit the possession of weapons of any kind or unauthorized possession of Congregation Emanu El property. I realize that in order to ensure compliance with these policies and with other policies, that Congregation Emanu El may decide to take certain security measures, which include searches of Congregation Emanu El's desks, purses, coats or any other item in which material could be stored and property of employees, including automobiles parked on Congregation Emanu El's premises. Furthermore, I understand that I may be subject to blood and/or urine tests, and that I will be required to comply with any security measures, including but not limited to those mentioned above, which may be introduced by Congregation Emanu El.

I understand that, in the course of my employment with Congregation Emanu El, I may have access to, or knowledge of, information that Congregation Emanu El considers confidential. I further understand that it is important that Congregation Emanu El protect its confidential information. Therefore, I agree, as a precondition of employment, to keep all matters regarding Congregation Emanu El confidential.

I further understand that Congregation Emanu El expects me to avoid any situation which does, or may, involve a conflict between my personal interests and the interests of Congregation Emanu El. Therefore, I agree as a precondition of employment to avoid such conflicts of interest.

I understand that this Application for Employment is not, and shall not be construed as, a contract of employment for a definite period of time. It is further understood that, if hired, my employment relationship with Congregation Emanu El will be on an at-will basis, which means that my employment with Congregation Emanu El may be terminated at any time by me or Congregation Emanu El, with or without cause, for any reason or no reason at all, and with or without notice.

Signature: _____ Date _____

Please return this form to:

Paula Katz, Director, Becker Early Childhood Center,
Congregation Emanu El
500 Sunset Blvd., Houston, Texas 77005