



**The Jubilee Center**  
**601 Jackson St.**  
**Hoboken, NJ 07030**  
**Tel: 201-792-3390**  
**Fax: 201-792-3394**

Hired?: \_\_\_\_\_  
 Official Use Only

## STAFF APPLICATION

Revised 05/08/2019

### EQUAL OPPORTUNITY EMPLOYER

The Jubilee Center considers applicants for all positions without regard to race, color, creed, religion, national origin, age, marital status, sexual orientation, disability, the presence of non-job medical conditions or any other legally protected status.

Please answer every question on this application. Type or print clearly.

Last Name	First Name	Middle Name
Mailing Address (Number of Street)	Apartment Number	City, State, Zip
Home Address (Number of Street)	Apartment Number	City, State, Zip
Telephone Number (s)	Alternate Telephone Number (s)	

Position (s) Applied For:	Date of Application:		
When will you be available to start work?			
How did you learn about us? (Circle any that apply)			
Advertisement	Employment Agency	Friend	Recruitment Notice
Relative	School Counselor	Walk-in	Other: _____

If you are less than 18 years of age, can you provide required proof of your eligibility to work? Circle One; YES or NO

Have you ever been employed with us before? YES or NO

If yes, give date(s): \_\_\_\_\_ If yes, reason for leaving: \_\_\_\_\_

May we contact your present employer? YES or NO

Are you prevented from lawfully becoming employed in this country because of via or immigration status?

YES or NO Please Note: Proof of citizenship or immigration status will be required upon employment.

## Youth Development Employment Background

Name of Program	Location	Kind of youth program (agency, church or recreation)	Year Worked
Supervisor's Name		Starting Date	Ending Date
Position	Responsibilities/Duties		
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Supervisor's Name		Starting Date	Ending Date
Position	Responsibilities/Duties		

## Employment Experience

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, creed, religion, marital status, sexual orientation, disability, natural origin, handicap, citizenship status or other protected status.

1. Employer	Length of Service	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary Starting:                      Ending:	
Job Title	Supervisor	
Reason for Leaving		
2. Employer	Length of Service	Work Performed
Address		
Telephone Number (s)	Hourly Rate/Salary Starting:                      Ending:	
Job Title	Supervisor	
Reason for Leaving		
3. Employer	Length of Service	Work Performed
Address		
Telephone Number (s)	Hourly Rate/Salary Starting:                      Ending:	
Job Title	Supervisor	
Reason for Leaving		

## Education

	High School				College				Grad Program				Professional Development	
School Name														
Location														
Years/Terms Completed	1	2	3	4	1	2	3	4	1	2	3	4	1	2
List any special training, apprenticeship skills and curricular activities														
List any honors you have received														
State any additional information you feel may be helpful to us in considering your application														

## References

List the names, address and telephone number of three (3) references (adults who know you well and who are not relatives). Also indicate your relationship to references.

Name	Address	Telephone Number	Your Relationship to Reference
1.			
2.			
3.			

Indicate any foreign language you speak, read, and or/write			
	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Please list any and all volunteer experiences you have, specifically with youth or other community based organizations.

Activities	Organization	Year of Service

## Special Skills and Abilities for Youth Work

Place an "X" on the line for the activities in which you think you can organize or teach/assist.

Place an "H" on the line next to the activities in which you have participated as hobbies.

### Music

\_\_\_ Music instrument played: \_\_\_\_\_ Would you be able to bring your instrument to the program? Yes No

\_\_\_ Folk Song                      \_\_\_ Choir Direction                      \_\_\_ Song Leading                      \_\_\_ Solo Singing

### Administrative

\_\_\_ Typing \_\_\_ wpm                      \_\_\_ Bookkeeping                      \_\_\_ Shorthand                      \_\_\_ Computers

\_\_\_ Driver-License Class                      \_\_\_ Office Machines                      \_\_\_ Other: \_\_\_\_\_

### Dance/Movement

\_\_\_ Social                      \_\_\_ Folk                      \_\_\_ Interpretive                      \_\_\_ Other: \_\_\_\_\_

### Drama/Theater

\_\_\_ Direction                      \_\_\_ Make Up                      \_\_\_ Skits and Stunts                      \_\_\_ Storytelling                      \_\_\_ Water Carnival

\_\_\_ Sets: Design and Creation                      \_\_\_ Pageantry                      \_\_\_ Other: \_\_\_\_\_

### Sports

\_\_\_ Baseball                      \_\_\_ Basketball                      \_\_\_ Fishing                      \_\_\_ Football                      \_\_\_ Gymnastics

\_\_\_ Ping Pong                      \_\_\_ Rowing                      \_\_\_ Soccer                      \_\_\_ Swimming                      \_\_\_ Tennis                      \_\_\_ Volleyball

### Could tutor in the following subjects:

\_\_\_ Eng. Literature                      \_\_\_ History                      \_\_\_ Math                      \_\_\_ Reading                      \_\_\_ Language(specify) \_\_\_\_\_

### RED CROSS AND OTHER CERTIFICATIONS (include dates of certifications)

\_\_\_ First Aid                      \_\_\_ Responding to Emergencies                      \_\_\_ CPR/Profess. Rescuer                      \_\_\_ WSI                      \_\_\_ Lifeguard

\_\_\_ EMT                      \_\_\_ Nurse's Aid                      \_\_\_ Other: \_\_\_\_\_

On a scale of One to Ten rate yourself in the following categories:

Circle the numbers that best describes you.

Much to lean

Best there is

Much to learn

Best there is

Punctuality	1 2 3 4 5 6 7 8 9 10		Sense of Humor	1 2 3 4 5 6 7 8 9 10
Dedication	1 2 3 4 5 6 7 8 9 10		Kindness	1 2 3 4 5 6 7 8 9 10
Hardworking	1 2 3 4 5 6 7 8 9 10		Fun loving	1 2 3 4 5 6 7 8 9 10
Goal Orientated	1 2 3 4 5 6 7 8 9 10		Listening and Nurturing	1 2 3 4 5 6 7 8 9 10
Communication	1 2 3 4 5 6 7 8 9 10		Getting kids to like me	1 2 3 4 5 6 7 8 9 10

1. Please describe any experiences you have had working with youth, particularly in youth program settings, which have prepared you and/or qualify you for working with the youth in our program. Be specific about your experiences and responsibilities.

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2. Please describe any education or training that you have had which prepares you for work with children or teens.

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3. What do you know about yourself or your personality that is “well-suited” for working with youth people?

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4. Why are you interested in working at a youth program with youngsters and teens?

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5. Finish the sentence. I would hire me because I...

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By my signature below I authorize the Jubilee Center and its representatives to verify the information provided in this form, including obtaining information from law enforcement organizations and contact the references given here. I also certify that the information entered above is true and that I have made NO FALSE statements willingly or with intent to mislead this company and/or its officers with regards to my purposed position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date