



EMPLOYMENT APPLICATION – Today's Date: _____

(Please Print)

Full Name: (Last)	(First)	(MI)
Permanent Address: (Street)	(City)	(State) (Zip Code)
Home Phone Number:		()
Temporary Address (if different): (Street)	(City)	(State) (Zip Code)
Cell Phone Number:		()
If you are under 18 years of age, can you provide a valid work permit if hired? <input type="checkbox"/> Yes <input type="checkbox"/> No		E-mail Address:
Are you lawfully authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>It is unlawful for the organization to hire individuals that are not authorized to work in the United States. If hired, you must provide proof of your work authorization within three days after you begin employment.</i>		

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An Equal Opportunity Employer GENERAL INFORMATION

Position applying for:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Salary sought: \$
Hours Available:	Date Available for Work:	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever <input type="checkbox"/> been employed by, or <input type="checkbox"/> previously applied to The Boys & Girls Club? If yes, list dates and position (state your name at that time, if different from present name):		
Are you related to or living with anyone employed by The Boys & Girls Club? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Please answer the following questions. Note: A "yes" answer does not automatically disqualify you from employment; all circumstances will be considered. Also, omit any arrests or convictions that have been ordered sealed or expunged.</i>		
1. Have you ever pled guilty to or been convicted of a crime (including a felony, misdemeanor or other offense)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe the nature of the crime, date of conviction, and state in which convicted:		
2. Are any criminal charges currently pending against you? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe the nature of the charges, date issued, and county and state where issued:		

EDUCATIONAL INFORMATION

	High School	Technical College / University	Graduate Level
School Name / City, State			
Years Completed <i>(please circle)</i>	9 10 11 12	1 2 3 4	1 2 3 4
Degree granted? <i>(please circle)</i>	Yes No	Yes No	Yes No
Type of Degree			

ADDITIONAL TRAINING/COURSE WORK

List additional training received that may be relevant to the position for which you are applying, including company-sponsored courses/seminars.

Course/Seminar/Training	Date	Course/Seminar/Training	Date

PROFESSIONAL ACTIVITIES/PUBLICATIONS

List job-related activity and membership in professional organizations, including publications/patents, etc.*

EMPLOYMENT HISTORY

List **all** jobs starting with your most recent employment.

Employer	City, State, Zip Code	Type of Business	Phone Number ()
Employment Dates (Month/Year) From: To:	Initial Job Title Ending Job Title	Initial Annual Compensation Base Salary : \$ _____ or Hourly Rate \$ _____ Final Annual Compensation Base Salary : \$ _____ or Hourly rate: \$ _____	
Supervisor's Name & Job Title			
Reason for Leaving?			

Employer	City, State, Zip Code	Type of Business	Phone Number ()
Employment Dates (Month/Year) From: To:	Initial Job Title Ending Job Title	Initial Annual Compensation Base Salary : \$ _____ or Hourly Rate \$ _____ Final Annual Compensation Base Salary : \$ _____ or Hourly rate: \$ _____	
Supervisor's Name & Job Title			
Reason for Leaving?			

Employer	City, State, Zip Code	Type of Business	Phone Number ()
Employment Dates (Month/Year) From: To:	Initial Job Title Ending Job Title	Initial Annual Compensation Base Salary : \$ _____ or Hourly Rate \$ _____ Final Annual Compensation Base Salary : \$ _____ or Hourly rate: \$ _____	
Supervisor's Name & Job Title			
Reason for Leaving?			

OTHER EXPERIENCE

Account for **all** other periods of employment not listed previously. Include volunteer experience, internships, and/or jobs while attending school. Use additional paper if necessary.

Company Name/Location	Job Title	Dates Employed (Month/Year)	Annual Compensation	Full or Part-Time
		From: To:		
		From: To:		
		From: To:		

Please answer the following questions. Note: An affirmative response does not automatically disqualify you from employment; all circumstances will be considered.

Have you ever been fired or asked to resign from any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been disciplined for excessive absenteeism or tardiness? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the essential functions of the job, with or without reasonable accommodations, for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
The Boys & Girls Club, as an equal opportunity employer, makes reasonable accommodation to the known physical or mental limitations of otherwise qualified applicants or employees with a disability.

KNOWLEDGE & SKILLS

List awards/honors, extra-curricular activities, club or civic involvements, positions of leadership or similar information, which may enhance your ability to perform or grow in the job for which you are applying.*

*You may omit those, which indicate race, creed, color, religion, national origin, marital status, sex, ancestry, age or disability:

REFERENCES

Please list the names of individuals we may contact under whom you have worked or studied. Do not list relatives and personal friends.

Name	Occupation	Phone Number
		()
		()
		()

EMPLOYMENT PARAMETERS

At-Will Employment	I understand that nothing contained in this application or any employee handbook, the granting of an interview, or an offer/ acceptance of employment constitutes an employment contract. I further understand that, if hired, my employment with the organization will be one on an at-will basis and that either The Boys & Girls Club or I may terminate my employment with or without cause and with or without notice at any time. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice by The Boys & Girls Club.
Rules	If I am employed, I agree to abide by all the organization's rules, regulations and policies and to carefully preserve and protect all The Boys & Girls Club equipment and property and to return same to The Boys & Girls Club upon separation of my employment with the Boys and Girls Club or whenever requested by The Boys & Girls Club.
Reference & Background Check	I hereby authorize The Boys & Girls Club to investigate all statements contained in this Employment Application. I request and authorize all current and/or former employers, listed references, schools, police departments, law enforcement agencies, financial institutions, departments of motor vehicles, U.S. Citizenship and Immigration Services and other governmental agencies to supply to The Boys and Girls Club information concerning me and my background. I voluntarily and knowingly fully release and hold harmless any person or entity that provides information pertaining to me or my background. A copy of this authorization is as valid as the original and should be recognized as such.
Misrepresentations	I certify that the answers and information given by me herein are true and complete to the best of my knowledge. I understand that any misrepresentation, falsification or omission of any kind made by me on this Employment Application, or at any time during the hiring process, may result in rejection of my application, or if hired, my immediate dismissal without any obligation or liability to me other than for payment of services actually rendered to The Boys & Girls Club, if any.
Drug Screen	I understand that an offer of employment may be contingent upon satisfactorily passing The Boys & Girls Club's controlled substance use screen. I also understand that my failure to cooperate with The Boys and Girls Club in connection with a test for a controlled substance, my refusal to participate in a test for a controlled substance or a positive test for use of a controlled substance will result in rejection of my application and/or dismissal from employment.

***This is not a valid application for employment unless signed below.
By signing this application, I affirm that I have read the statements
listed above and agree to the terms and conditions herein.***

Signature: _____

Date: _____

Print Name: _____