



Application for Employment

Date: _____ **Position(s) Applied for:** _____

_____ Full Time _____ Part Time _____ Temporary

Referral Source: B&GCA Listing: Newspaper Ad: Indeed:

Other: Please specify: _____

Date Available: _____ **Desired Starting Salary:** _____

Specify Days and Hours for which you are available _____

Name: _____

Last

First

Middle

Present Address: _____

Town: _____ **State:** _____ **Zip:** _____

Previous Address: _____

Phone: () _____ **Cell:** () _____ **Email address:** _____

Have you ever been employed here? Yes No

If yes, specify date and position _____

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

Have you ever been convicted of a criminal offense? Yes No

If yes, please explain _____





Employment History *(start with your current or most recent employer):*

Employer: _____

Address: _____

Town: _____ **St.** _____ **Zip** _____ **Phone:** _____

Job Title: _____ **Supervisor:** _____

Salary: _____ **Dates of Employment:** _____

Duties Performed: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Town: _____ **St.** _____ **Zip** _____ **Phone:** _____

Job Title: _____ **Supervisor:** _____

Salary: _____ **Dates of Employment:** _____

Duties Performed: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Town: _____ **St.** _____ **Zip** _____ **Phone:** _____

Job Title: _____ **Supervisor:** _____

Salary: _____ **Dates of Employment:** _____

Duties Performed: _____

Reason for Leaving: _____



EDUCATION: _____

College: _____

Level Completed: _____ **Major:** _____

High School: _____ **Grade Completed:** _____

Pertinent Skills (please list skills that are applicable to the job you are applying for):

Please read carefully before signing this application:

I authorize the Boys & Girls Club to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Club from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Club. I also authorize the Club to secure financial and credit information through an appropriate agency, and I understand that upon written request made within a reasonable period of time, the agency providing a consumer credit report to the Club will provide me with a complete description of the nature and scope of the credit report investigation.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Club has not employed me and for immediate dismissal if the Club has employed me. I also authorize the Club to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Club from any and all liability for its providing this information.

In the event of my employment with the Club, I will comply with all rules, regulations, and policies set forth in the Club's policy manual or other communications distributed by the Club.

I understand that nothing in this employment application, in the Club's policy statements or personnel guidelines, or in my communications with any Club official is intended to create an employment contract between the Club and me. I also understand that the Club has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Club unless it is made in writing and signed by a Club officer. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Club retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understood the preceding statement.

Signature of Applicant

Date

