



# BOYS & GIRLS CLUBS OF ELKO

## EMPLOYMENT APPLICATION

### EMPLOYEE DATA:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

S.S.N. \_\_\_\_\_ Are you over 18 years of age? ( ) Yes ( ) No Sex: ( ) Male ( ) Female

Have you worked for the Boys & Girls Clubs of Elko before? ( ) Yes ( ) No

Name of friends or relatives who presently work for this company: \_\_\_\_\_

### CONTACT INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

### POSITION DESIRED:

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Are you currently employed? ( ) Yes ( ) No If so, may we contact your current employer? ( ) Yes ( ) No

### EDUCATIONAL BACKGROUND AND EMPLOYMENT HISTORY:

List the last three (3) schools you attended, beginning with the most recent.

Name & Address	# of Years Completed	Graduate?	Major/Degree

List your last three (3) employers, beginning with the most recent.

Company Name	Address	Phone #	Supervisor

**GENERAL:**

List any foreign languages you speak and check your level of familiarity:

\_\_\_\_\_ ( ) Speak Some ( ) Speak Fluently ( ) Read ( ) Write  
\_\_\_\_\_ ( ) Speak Some ( ) Speak Fluently ( ) Read ( ) Write  
\_\_\_\_\_ ( ) Speak Some ( ) Speak Fluently ( ) Read ( ) Write

**SECURITY:**

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony? ( ) Yes ( ) No

If yes, please give dates and details (this will not necessarily exclude you from consideration): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been bonded? ( ) Yes ( ) No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**MILITARY:**

Have you ever served in the military? ( ) Yes ( ) No Which Branch: \_\_\_\_\_

Served From \_\_\_\_\_ to \_\_\_\_\_ Rank: \_\_\_\_\_

Do you have any military commitment, including National Guard, that would influence your work schedule? ( ) Yes ( ) No

Are you a Vietnam Veteran? ( ) Yes ( ) No Are you a disabled veteran? ( ) Yes ( ) No

Are you a Special Disabled Veteran? ( ) Yes ( ) No

**REASONABLE ACCOMODATION:** In the event you believe you will need a reasonable accommodation to assist you in performing your job, please contact your supervisor or Human Resources Coordinator.

**AUTHORIZATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if unemployed, falsified statements on this application shall be grounds for dismissal.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_