



BOYS & GIRLS CLUB
OF ELMA, MARILLA AND WALES

2080 Girdle Road
Elma, New York 14059
716.652.9292

EMPLOYMENT APPLICATION

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES		
<i>Please list three professional references.</i>		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

EMPLOYMENT AVAILABILITY					
At Which Site Would you Like to Work? (please check)	<input type="checkbox"/> Main Site		<input type="checkbox"/> Elma Primary		<input type="checkbox"/> Summer Camp
Days and Times Available?	MON	TUE	WED	THU	FRI
Where did you learn about our employment opportunities? (check)					
Website/Social Media:	Friend:	Advertisement:	Other:		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that the Boys and Girls Club of Elma, Marilla and Wales will attempt to verify statements made on my application and made during my employment interview. I hereby give permission to my former employers to answer any and all questions, based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of the Boys and Girls Club of Elma, Marilla and Wales review of this application and my candidacy for employment, I release the Boys and Girls Club of Elma, Marilla and Wales and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release, so the Boys and Girls Club of Elma, Marilla and Wales can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

_____ *Yes _____ * No (*Place your initials in the appropriate space to indicate and document your consent to this authorization)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that the Boys and Girls Club of Elma, Marilla and Wales requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal if discovered after I am employed by the Boys and Girls Club of Elma, Marilla and Wales. The use of this application blank does not indicate that there are positions open and does not in any way obligate the Boys and Girls Club of Elma, Marilla and Wales.

I also authorize the Boys and Girls Club of Elma, Marilla and Wales to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having legal and proper interest and I hereby release the Boys and Girls Club of Elma, Marilla and Wales from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of the Boys and Girls Club of Elma, Marilla and Wales. I understand that I have the right to terminate my employment and any time, with or without notice, with or without cause and that the Boys and Girls Club of Elma, Marilla and Wales has a similar right. I understand that my employment by the Boys and Girls Club of Elma, Marilla and Wales does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by the Boys and Girls Club of Elma, Marilla and Wales. I also understand that the Boys and Girls Club of Elma, Marilla and Wales has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

Applications will not be considered active after the position is filled. I understand that the Boys and Girls Club of Elma, Marilla and Wales will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

Equal Opportunity Employer: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

BACKGROUND INVESTIGATION WAIVER AND CONSENT

I hereby authorize the Boys and Girls Club of Elma, Marilla and Wales, to make an independent investigation of my background, references, character, past or present employment, education, criminal or police records, including those maintained by public and private organizations and all public records for the purpose of confirming information contained on my application and/or obtaining information which may be material to my qualifications for volunteer service or employment with the Boys and Girls Club of Elma, Marilla and Wales.

I release the Boys and Girls Club of Elma, Marilla and Wales and or its agents and or any person or entity, which provides information pursuant to this authorization form and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Full Name (Please Print)		Maiden Name:
Present Address:		How Long?
City:	State:	Zip Code:
Sex:	Race:	Date of Birth:
Social Security #:	Driver's License #:	State Issued:
Telephone #:	E-Mail Address:	
Signature:	Date:	

OFFICE USE ONLY

Interview By: _____ Date: _____ Hired: ____ YES ____ NO

Salary/Wage Per Hour: _____ Start Date: _____ Unit Location: _____

Approved By: _____