

APPLICATION FOR EMPLOYMENT

BOYS & GIRLS CLUB OF HOBBS

Position Applying For: _____

Date of Application: _____

EMPLOYEE INFORMATION		
Last Name	First Name	Middle Name
Street Address	City	Zip
Phone Number	Email Address	
<p>Are you able to perform the essential function of the position with or without accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Referral Source (How did you find out about this job)? _____ Salary Expectations? _____</p> <p>If you are under 18, and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If hired, can you verify that you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever worked for the Boys & Girls Club? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates & position? _____</p> <p>Do you have any relatives that work for the Boys & Girls Club? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____</p> <p>Type of employment desired? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary</p> <p>When are you available to start work? _____ Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are there any times during the week that you are not available to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____</p> <p>Do you have a valid state issued driver's license (if required for the position applying for)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide state issued and drivers license number: _____</p>		
EDUCATIONAL BACKGROUND		
<i>Circle Highest Year Completed</i>		<i>Diploma/Degree</i>
High School	1 2 3 4 Name of School: _____	[] Yes [] No
College/University	1 2 3 4 Name of College/University: _____ Major: _____ Minor: _____	[] Yes [] No
College/University	1 2 3 4 Name of College/University: _____ Major: _____ Minor: _____	[] Yes [] No

EMPLOYMENT HISTORY

Below, list all present and past employers over the past seven years, starting with your most recent employer. Account for periods of unemployment. You must complete this section even if attaching a resume. Attach supplemental sheet if needed.

Employer	Start Date – Month/Year	End Date – Month/Year
Street Address	City	Zip
Job Title	Pay Rate	
Immediate Supervisor & Title	Telephone	May we contact for reference? [] Yes [] No
Job Duties & Skills used		
Reason for Leaving		

Employer	Start Date – Month/Year	End Date – Month/Year
Street Address	City	Zip
Job Title	Pay Rate	
Immediate Supervisor & Title	Telephone	May we contact for reference? [] Yes [] No
Job Duties & Skills used		
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Employer	Start Date – Month/Year	End Date – Month/Year
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Immediate Supervisor & Title	Telephone	May we contact for reference? [] Yes [] No
Job Duties & Skills used		
Reason for Leaving		

ACHIEVEMENTS, SKILLS OR TRAINING

Do you have any special skills, training, or experience which may help you qualify for this job? Yes No

If yes, explain: _____

Do you have any special employment or academic achievements you would like to list? Yes No

If yes, explain: _____

Do you have any specialized training that pertains to this position? Yes No

If yes, explain: _____

REFERENCES

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Job Title	Organization
Street Address	City	Zip
Phone Number	How long have you known this person?	Type of Reference: <input type="checkbox"/> Work Reference <input type="checkbox"/> Academic Reference
Name	Job Title	Organization
Street Address	City	Zip
Phone Number	How long have you known this person?	Type of Reference: <input type="checkbox"/> Work Reference <input type="checkbox"/> Academic Reference
Name	Job Title	Organization
Street Address	City	Zip
Phone Number	How long have you known this person?	Type of Reference: <input type="checkbox"/> Work Reference <input type="checkbox"/> Academic Reference

CERTIFICATION & ACKNOWLEDGMENT

I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.

I authorize the company to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the company any and all information they may have concerning my previous employment. In addition, I hereby release the company, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to, such disclosure.

I acknowledge that, if employed, both the company and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the company and may not be modified by any oral or implied agreement.

Applicants Signature	Date
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