

APPLICATION FOR EMPLOYMENT



BOYS & GIRLS CLUBS
OF MARSHALL COUNTY

PLEASE PRINT LEGIBLY

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

314 E Jefferson Street, Plymouth, IN 46563
P: 574.936.0660 | jonh@bgcmco.org

Position(s) Applying For: _____ Date of Application: _____

First Name: _____ Middle: _____ Last: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell: _____ Email: _____

Have you ever been employed with us before? Y / N If yes, give dates and position(s): _____

Are you legally eligible for employment in this country? Y / N Date available for employment: ____/____/____

Are you able to meet the attendance requirements for the position(s)? Y / N Desired pay: \$ _____

Check all types of employment desired: Full-time Part-time Temporary Seasonal Internship

If seeking full-time are you open to working part-time? Y / N If yes, minimum # of hours needed per week? _____

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? Y / N

If yes, please provide dates and details: _____

Answering "YES" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, nature of the violation, and position applied for will be taken into consideration.

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND

High School: _____ Location: _____ Number of Years Completed: _____

Status: Graduated Did not Graduate Still Attending Course of Study/Degree Earned: _____

College: _____ Location: _____ Number of Years Completed: _____

Status: Graduated Did not Graduate Still Attending Course of Study/Degree Earned: _____

Other: _____ Location: _____ Number of Years Completed: _____

Status: Graduated Did not Graduate Still Attending Course of Study/Degree Earned: _____

REFERENCES (Must be at least 2 professional and 1 personal references)

Name: _____ Title: _____ Number of Years Known: _____

Phone: _____ Relationship: _____

Name: _____ Title: _____ Number of Years Known: _____

Phone: _____ Relationship: _____

Name: _____ Title: _____ Number of Years Known: _____

Phone: _____ Relationship: _____

EMPLOYMENT HISTORY

Please provide the following information of your past four (4) employers, assignments, or volunteer activities, starting with the most recent.

Employer #1: _____ Job Title: _____ From: _____ To: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Hourly Rate/Salary – Start: \$ _____ per _____ Final: \$ _____ per _____
Immediate Supervisor Name: _____ Title: _____ May we contact? Y / N
Summarize nature of work performed and job responsibilities: _____

Reason for leaving: _____

Employer #2: _____ Job Title: _____ From: _____ To: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Hourly Rate/Salary – Start: \$ _____ per _____ Final: \$ _____ per _____
Immediate Supervisor Name: _____ Title: _____ May we contact? Y / N
Summarize nature of work performed and job responsibilities: _____

Reason for leaving: _____

Employer #3: _____ Job Title: _____ From: _____ To: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Hourly Rate/Salary – Start: \$ _____ per _____ Final: \$ _____ per _____
Immediate Supervisor Name: _____ Title: _____ May we contact? Y / N
Summarize nature of work performed and job responsibilities: _____

Reason for leaving: _____

Employer #4: _____ Job Title: _____ From: _____ To: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Hourly Rate/Salary – Start: \$ _____ per _____ Final: \$ _____ per _____
Immediate Supervisor Name: _____ Title: _____ May we contact? Y / N
Summarize nature of work performed and job responsibilities: _____

Reason for leaving: _____

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.
I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient to cause (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.
I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal or professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.
I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.
I understand that the application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, without cause and without prior notice, except as may be required for law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.
I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.
With my signature below, I certify that I have read, and fully understand and accept all terms of foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____