



Date received: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

The Boys and Girls Club has been part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth served, the Boys and Girls Club will investigate the accuracy of data provided in the application process.

**PERSONAL IDENTIFICATION:**

Date of application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position(s) Applied for: \_\_\_\_\_

Category: Paid Part-time \_\_\_\_\_ Salary Required: \_\_\_\_\_

Date Available: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(last, first, middle)

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street, City, State, Zip code)

Social Security # : \_\_\_\_\_

Previous Addresses (past ten years) and name known at each:	How long at address?
1) _____	_____
2) _____	_____
3) _____ (Street, City, State, Zip code)	_____

Do you have any restrictions, personal or otherwise, which would restrict the hours you can work?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify hours and/or dates restricted: \_\_\_\_\_

If part-time, indicate dates and time available: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (Proof of immigration status, citizenship will be required upon employment)

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, how old? \_\_\_\_\_

Do you have working papers? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever worked for this company before? \_\_\_\_\_

If so, when? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If not, how long since leaving last employment?) \_\_\_\_\_

Rate of pay expected \_\_\_\_\_

How do you know about the Boys and Girls Club? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name of School (City and State)</b>	<b>Highest grade completed</b>	<b>Graduate?</b>
<b>High School</b>			
<b>College</b>			
<b>Graduate School</b>			
<b>Technical/Business</b>			
<b>Other</b>			

If you did not graduate from any school you attended, state why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Professional societies, Associations, Awards, etc.: \_\_\_\_\_

New York State Human Rights Law and Federal Equal Employment Opportunity Law prohibit discrimination because of race, creed, color, national origin, sex, marital status, age, disability, veteran status or arrest record.

Note: Employment applications are only considered active for thirty (30) days from receipt. Applications containing stray remarks and/or attachments (e.g. resumes and/or information not specifically requested on the application) will be disqualified from further consideration.

### **EMPLOYMENT HISTORY:**

(Start with your present or most recent position. Include experience in the armed forces of the U.S.)

Please feel free to attach additional information where appropriate, such as a resume.)

Present Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Starting date \_\_\_\_\_ Starting position \_\_\_\_\_ Starting salary \_\_\_\_\_

Leaving date \_\_\_\_\_ Duties of position \_\_\_\_\_ Leaving salary \_\_\_\_\_

Reason for Leaving/Termination: \_\_\_\_\_

Last supervisor's name and title: \_\_\_\_\_

Last Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Starting date \_\_\_\_\_ Starting position \_\_\_\_\_ Starting salary \_\_\_\_\_

Leaving date \_\_\_\_\_ Duties of position \_\_\_\_\_ Leaving salary \_\_\_\_\_

Reason for Leaving/Termination: \_\_\_\_\_

Last supervisor's name and title: \_\_\_\_\_

Second Last Employer Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Starting date \_\_\_\_\_ Starting position \_\_\_\_\_ Starting salary \_\_\_\_\_

Leaving date \_\_\_\_\_ Duties of position \_\_\_\_\_ Leaving salary \_\_\_\_\_

Reason for Leaving/Termination: \_\_\_\_\_

Last supervisor's name and title: \_\_\_\_\_

**MILITARY EXPERIENCE:**

Military Status: Active duty service from \_\_\_\_\_ to \_\_\_\_\_

Branch of service \_\_\_\_\_

Dishonorable discharge is not an absolute bar from employment.

**REFERENCES:** 3 references (not relatives or previous employers)

Name	Address	Occupation	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**MISCELLANEOUS:**

What special skills or qualifications do you possess? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever worked with children in the past? If yes, where and in what capacity?

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Please check off your areas of expertise/interest:

Arts & Crafts \_\_\_\_\_ Tutoring/Education \_\_\_\_\_ Sports & Fitness \_\_\_\_\_

Drama \_\_\_\_\_ Community Service \_\_\_\_\_ Health, Nutrition, Cooking \_\_\_\_\_

Other (Please list) \_\_\_\_\_

Have you been convicted of a felony or misdemeanor with the exception of minor traffic offenses?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes please provide explanation: \_\_\_\_\_

City: \_\_\_\_\_ Date: \_\_\_\_\_ Charge: \_\_\_\_\_

Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain circumstances: \_\_\_\_\_

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Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If yes, what employer) \_\_\_\_\_

If accepted, what kind of assignment would you prefer? \_\_\_\_\_

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**APPLICANTS AGREEMENT:**

I HEREBY REPRESENT THAT EACH ANSWER TO A QUESTION HEREIN AND ON ANY ATTACHMENTS TO THE APPLICATION, AND ALL OTHER INFORMATION OTHERWISE FURNISHED IS TRUE AND CORRECT. I FURTHER REPRESENT THAT SUCH ANSWERS AND INFORMATION CONSTITUTE A FULL AND COMPLETE DISCLOSURE OF MY KNOWLEDGE WITH RESPECT TO THE QUESTION OR SUBJECT TO WHICH THE ANSWER OR INFORMATION RELATES. I UNDERSTAND THAT ANY INCORRECT, INCOMPLETE OR FALSE STATEMENTS OR INFORMATION FURNISHED BY ME DURING THE SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION FROM CONSIDERATION OR DISCHARGE AT ANY TIME. I HEREBY AUTHORIZE MY FORMER EMPLOYERS TO GIVE ANY INFORMATION REGARDING MY EMPLOYMENT WITH THEM AND IN ADDITION, TO FURNISH ANY OTHER INFORMATION THEY MAY HAVE CONCERNING ME.

I UNDERSTAND THIS APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT AND, IF HIRED, I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT FOR ANY REASON AT ANY TIME. I ALSO UNDERSTAND, THE BOYS AND GIRLS CLUB RESERVES THE SAME RIGHTS. I UNDERSTAND THE BOYS AND GIRLS CLUB RESERVES THE RIGHT TO UNFAVORABLY CHANGE OR MODIFY "WAGE" AND "CONDITIONS OF EMPLOYMENT" AT ANY TIME WITHOUT PREVIOUS NOTICE.

I FURTHER UNDERSTAND THAT IN THE EVENT I RECEIVE AN OFFER OF EMPLOYMENT, I WILL BE REQUIRED TO SUBMIT TO A POST-OFFER DRUG AND ALCOHOL TEST. THE OFFER OF EMPLOYMENT WILL BE REVOKED, OR EMPLOYMENT WILL BE TERMINATED, IN THE EVENT OF A POSITIVE RESULT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date