



BOYS & GIRLS CLUBS

ELKO | SPRING CREEK | WELLS

EMPLOYMENT APPLICATION

EMPLOYEE DATA			
First Name:		Middle Initial:	Last Name:
Address:		City:	State/Zip:
Phone:	Email:		
SSN:	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Sex: <input type="checkbox"/> M <input type="checkbox"/> F		
Have you worked for the Boys & Girls Clubs before? <input type="checkbox"/> Yes <input type="checkbox"/> No Location			
Name of friends or relatives who presently work for this company:			
EMERGENCY 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, may we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EDUCATIONAL BACKGROUND			
List the last three (3) schools you attended, beginning with the most recent.			
Name & Address	Years Completed	Graduate?	Major/Degree

EMPLOYMENT HISTORY

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

Company Name	Address	Phone Number	Supervisor

FOREIGN LANGUAGES

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

	<input type="checkbox"/> Speak Some <input type="checkbox"/> Speak Fluently <input type="checkbox"/> Read <input type="checkbox"/> Write
	<input type="checkbox"/> Speak Some <input type="checkbox"/> Speak Fluently <input type="checkbox"/> Read <input type="checkbox"/> Write
	<input type="checkbox"/> Speak Some <input type="checkbox"/> Speak Fluently <input type="checkbox"/> Read <input type="checkbox"/> Write

SECURITY BACKGROUND

Have you ever plead “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 BACKGROUND

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 Accommodation: 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 & CERTIFICATION

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.

Applicant Signature	Date
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