



**EMPLOYMENT APPLICATION**  
*An Equal Opportunity Employer*

Position Applying For: \_\_\_\_\_

Pay Required: \_\_\_\_\_

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

Willingness to Travel:  Yes  No

Applicant's Name: \_\_\_\_\_  
(First) (Last) (Middle Initial)

Other Names Used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Are you authorized to work in the United States? If you are a resident alien, please give your alien number or present your resident alien card.  Yes  No  
Alien Number: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No  
If not, do you have a work permit?  Yes  No

How were you referred to Boys & Girls Clubs of Adair County Schools? \_\_\_\_\_

Plases list any relatives employed by BGC of Adair County Schools:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a Criminal Offense?  Yes  No  
(If yes, please explain)

Highest Level of Education: \_\_\_\_\_

## Work Experience

Start with current or last employee first. Do not detail duties if described in attached resume.

Employer's Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Month/Year Month/Year

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ May we contact Employer:  Yes  No

Brief Description of Duties & Responsibilities:

Reason for Leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Month/Year Month/Year

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ May we contact Employer:  Yes  No

Brief Description of Duties & Responsibilities:

Reason for Leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Month/Year Month/Year

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ May we contact Employer:  Yes  No

Brief Description of Duties & Responsibilities:

Reason for Leaving: \_\_\_\_\_

## Special Skills

Please list any special skills or experience that you feel would help you in the position that you are applying for.

--

## References

Please List one relative and at least two nonrelated references

Name	Relationship	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Can you perform this job (as detailed verbally or in the job description) with or without a reasonable accommodation?  Yes  No

I authorize Boys & Girls Clubs of Adair County Schools (BGC of Adair County Schools) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and BGC of Adair County Schools from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for my employment history, my academic credentials or qualifications and my suitability for employment with BGC of Adair County Schools. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGC of Adair County Schools has not employed me or immediate dismissal if BGC of Adair County Schools has employed me. I also authorize BGC of Adair County Schools to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGC of Adair County Schools from any and all liability for its providing this information.

I understand that nothing in this employment application, in BGC of Adair County Schools' policy statements or personnel guidelines, or in my communications with any BGC of Adair County Schools official is intended to create an employment contract between BGC of Adair County Schools and me. I also understand that BGC of Adair County Schools has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGC of Adair County Schools retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

\_\_\_\_\_  
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.