



BOYS & GIRLS CLUB
of St. Marys

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25 North Saint Marys Street
St. Marys, PA 15857
(814) 781-1910

Employment Application

The Boys & Girls Club of St. Marys does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

Date of Application: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Current Address: _____

City: _____ State & Zip: _____ Phone Number: _____

Date of Birth: _____ Email: _____

Education

School Level	Name & Location of School	Years Attended	Did you graduate?	Subjects Studied (if applicable)
High School			☐ Yes ☐ No	
College			☐ Yes ☐ No	
Trade or Business School			☐ Yes ☐ No	

Have you ever been convicted of a crime? _____

Are you legally eligible for employment in this country? _____

Are you employed now? _____

Are you 16yrs of age or older? _____

Employment History

(If Applicable)

Company 1

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ Length of Employment: _____

Reason for leaving: _____ Position & Duties: _____

Company 2

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ Length of Employment: _____

Reason for leaving: _____ Position & Duties: _____

Company 3

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ Length of Employment: _____

Reason for leaving: _____ Position & Duties: _____

References (not related to you)

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ How do you know this person: _____

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ How do you know this person: _____

Name: _____

Address: _____ City/State & Zip: _____

Telephone Number: _____ How do you know this person: _____

Use space below to answer the following questions

- Please include any other information you think would be helpful to us in considering you for employment, such as activities or volunteer experiences, accomplishments, other skills and abilities, etc. (Please exclude all information indicative of race, color, religion, national origin, sex, physical or mental disability, protected veteran status or sexual orientation.)
- What are your available hours Monday-Friday?

I voluntarily give the Boys & Girls Club of St Marys the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibilities, companies or corporations supplying such information.

I understand that I will be required to follow the personnel policies and rules of the Boys & Girls Club of St. Marys and infractions of said rules may lead to dismissal. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

I further understand that the Boys & Girls Club of St. Marys follows equal employment practices and there is no discrimination in the hiring of individuals based on sex, race, religion, age or physical or mental disability unrelated to ability to perform the work required.

It is understood that I am free to resign at any time, for any reason, the employer reserves the right to terminate my employment at any time, for any reason.

DATE

APPLICANT'S SIGNATURE

FOR PERSONNEL OFFICE USE ONLY

Start Date: _____

End Date: _____

Salary: _____ per hour

Position: _____