



**BOYS & GIRLS CLUB
OF EDEN**

Date received: _____

APPLICATION FOR EMPLOYMENT (Please print)

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)

Current Address: _____
(Street, City, State, Zip code)

Social Security # : _____

Previous Address (Past ten years) and name at which known at such: 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?) _____

Are you willing to travel? ___ Yes ___ No

Rate of pay expected _____

How or by whom referred you to the Boys and Girls Club? _____

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

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 prohibits 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.

CLERICAL APPLICANTS:

Type ___ yes ___ no words/minute: ___

Office machines you can operate: _____

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 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: _____

Have you ever been bonded? _____ Yes ___ No (If yes, what employer) _____

If accepted, what kind of assignment would you prefer? _____

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