



Employment Application Form

Applicants are considered for all positions regardless of race, religion, sex, national origin, age, martial / veteran status, or presence of non-work related medical condition or handicap.
 (Please print clearly)

Personal Data:

Name: _____ / _____ / _____ / _____
(Last name) (First name) (M.I.) (Previous/maiden name)

Address: _____
(Street) (City) (State) (Zip)

Social Security # _____ E-Mail address: _____

Telephone: (____) _____ - _____ / (____) _____ - _____ Date of Birth: _____
(Home) (Cell) (For background check)

U. S. Citizen: YES / NO: Proof of status for legal employment in this country is required. You MUST complete an Employment Eligibility Form I-9 upon hire.

Have you ever been convicted of a misdemeanor or felony? YES / NO. If yes, please explain: _____

Do you have a disability that would interfere with your performance of the job for which you are applying? YES / NO
 If yes, please explain: _____

Special Skills or Qualifications

Please summarize any special skills and qualifications acquired from previous employment or hobbies, which may be related to this job: _____

Education – Please complete all applicable items, even if you have submitted a resume.

High School

Name / Address	Graduated	Diploma Type

College / University / Training

Name / Address	Major / Minor	Graduated	Diploma / Degree	Yrs. / Credits Earned

Types of Employment desired:

Position desired: _____ Date available to work: _____
 Willing to work (check all that apply): Days _____ Evenings _____ Rotating _____ Weekends _____

Have you ever worked for the Club before? YES / NO. If yes, from _____ to _____

Are you eighteen (18) years or Older? YES / NO. If no, do you have current working papers? YES / NO

Date this application was received by the Boys & Girls Club of Western Broome: _____

Please complete an accurate full-time and part-time employment history, beginning with the most recent or present employer (use additional paper if necessary).

1.) Company name: _____ Telephone: (____) _____
 Address: _____ Employment Dates: _____ to _____
 Name of Supervisor: _____ Hourly pay: Start _____ Last _____
 Job Title / Description of Work _____
 Reason for leaving: _____ Please check ___ if you would NOT
 like us to contact and give reason: _____

2.) Company name: _____ Telephone: (____) _____
 Address: _____ Employment Dates: _____ to _____
 Name of Supervisor: _____ Hourly pay: Start _____ Last _____
 Job Title / Description of Work _____
 Reason for leaving: _____ Please check ___ if you would NOT
 like us to contact and give reason: _____

3.) Company name: _____ Telephone: (____) _____
 Address: _____ Employment Dates: _____ to _____
 Name of Supervisor: _____ Hourly pay: Start _____ Last _____
 Job Title / Description of Work _____
 Reason for leaving: _____ Please check ___ if you would NOT
 like us to contact and give reason: _____

We may contact any of the above employers unless indicated not to do so.

References (please give name, address and phone number of three persons NOT RELATED to you).

Name	Address	Phone

At least one reference must be able to verify your employment history, work record and qualifications.

The information provided in this Application of Employment is true, correct and complete. If employed, any misstatement or omission of fact(s) on this application may result in my dismissal. I understand the acceptance of an offer for employment does not create a contractual obligation upon the employer to continue to employ me in the future. If the Boys & Girls Club chooses to engage an investigative reporting agency to report on my personal history, I authorize them to do so. If a report is obtained, however, you must provide (at my request) the name of the agency used so that I may also look into the nature and substance of the information contained in such report.

Signature: _____ Date: _____

Please consider the Boys & Girls Club of Western Broome Foundation in your will or estate plans