



**BOYS & GIRLS CLUBS
OF AMERICA**

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)	
OTHER NAMES USED:					
PRESENT ADDRESS:					
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.			Are you at least 18 years of age? If not, do you have a work permit?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF AMERICA (B&GCA)					
RELATIVES EMPLOYED BY B&GCA (If any, give dates, position)					
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? (If yes, please explain)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
POSITION APPLIED FOR					
TITLE OR CATEGORY			SALARY REQUIRED		
DATE AVAILABLE			WILLINGNESS TO TRAVEL (Approx. Percentage)		
EDUCATION					
SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (graduate, technical, business, military, etc.)					

WORK EXPERIENCE			
(start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

WORK EXPERIENCE			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

WORK EXPERIENCE			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

CLERICAL APPLICANTS					
Type	Words/Minute	Word Processing	Type	Dictation	Words/Minute
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
OFFICE MACHINES YOU CAN OPERATE/SOFTWARE USED					

Can you perform this job (as detailed verbally or in the job description) with or without a reasonable accommodation?

I authorize Boys & Girls Clubs of America (B&GCA) 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 B&GCA 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 B&GCA. 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 B&GCA has not employed me or immediate dismissal if B&GCA has employed me. I also authorize B&GCA 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 B&GCA from any and all liability for its providing this information.

I understand that nothing in this employment application, in B&GCA's policy statements or personnel guidelines, or in my communications with any B&GCA official is intended to create an employment contract between B&GCA and me. I also understand that B&GCA 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 B&GCA 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.