

**APPLICATION FOR EMPLOYMENT (Please Print legibly)**

The Boys & 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 & Girls Club will investigate the accuracy of data provided in the application process.

Date of Application: / / Position(s) Applied for:

Category: Paid Full-Time Salary Required:

 Paid Part-Time Date Available:

Name\*: (Last, First, Middle) **\*Legal name as it appears on driver’s license or other government issued ID**

### Current Address:

(Street, City, State, Zip)

Telephone #: Email:

**Previous Addresses (past ten years) and name at which known at such:**

(1)

(2)

(3)

Do you have any restriction, 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 times available:

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

 Yes No (proof of immigration status or citizenship will be required upon employment)

Are you 18 years of age or older? Yes

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\_No

If not, how old? Do you have working papers? Yes No

Have you ever worked for this company before? Yes No If so, when?

Are you currently employed? Yes No; If not, how long since leaving last employment?

Are you willing to travel? Yes No If yes, state the approximately percentage: % Rate of pay expected:

How or by who were you referred to the Boys & Girls Club?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUCATION | NAME OF SCHOOL-CITY AND STATE | Highest grade or # of yrs.completed (circle) | Did you Graduate? (circle) | Degree |
| High School |  | 9 |  | 10 | 11 | 12 | Yes | No |  |
| College(s) |  |  | 1 | 2 | 3 | 4 | Yes | No |  |
| Graduate School |  |  | 1 | 2 | 3 | 4 | Yes | No |  |
| Technical, Business or Other |  |  | 1 | 2 | 3 | 4 | Yes | No |  |

If you did not graduate from any school you attended, state why: Professional Societies, Awards, Publications:

New York State Human Rights Law and Federal Equal Employment Opportunity Law prohibits discrimination because of race, creed, color, national, sex, marital status, age, disability veteran status or arrest record. Note: Employment applications are only considered active for thirty (30) days from receipt. Application 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 US Military. (Past Ten Years) Please feel free to attach additional information where appropriate, such as a resume).

**Present Employer Name** Type of Business

Address Phone No.

Starting Date Starting Position Starting Earnings

Leaving Date Leaving Position Leaving Earnings

Reason for termination

Last immediate Supervisor’s name and title

**Employer Name** Type of Business

Address Phone No.

Starting Date Starting Position Starting Earnings

Leaving Date Leaving Position Leaving Earnings

Reason for termination

Last immediate Supervisor’s name and title

**Employer Name** Type of Business

Address Phone No.

Starting Date Starting Position Starting Earnings

Leaving Date Leaving Position Leaving Earnings

Reason for termination

Last immediate Supervisor’s name and title

*Please attach additional pages if necessary*

**Military Experience:** Military Status: Active-Duty Service from \_ to \_ Branch of Service

*A dishonorable discharge is not an absolute bar for employment.*

REFERENCES: **Please give 3 personal references (not relatives or previous employers)**

(1)

(2)

(3)

MISCELLANEOUS:

What special skills or qualifications do you possess?

Have you ever been convicted of a felony or misdemeanor with the exception of minor traffic offenses?

Yes \_No; If yes, please provide explanation

\_\_\_

\_\_

 \_ \_ \_ \_ City: Date: Charge: Disposition:

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

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\_\_\_

If yes, please explain circumstances:

Have you ever been bonded?

\_\_\_

Yes

No; If yes, what employer(s)?

Skills and Interests

\_\_\_

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If accepted, what kind of assignment would you prefer? \_

**APPLICANT’S AGREEMENT: *Please read carefully before signing application***

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 the Boys & Girls Club of Orchard Park and its agents to make such investigations and inquiries into my employment and educational history and any other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services, or other entities listed by me on this application. Furthermore, I authorize the Boys & Girls Club of Orchard Park and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

I understand this Application for employment does not constitute an expressed or implied contract of employment and, if hired, I understand that in the event I employed, my employment will be “at will” and either the Company or I can terminate my employment with or without cause and with or without notice at any time. I understand The Boys and Girls Club may, at its sole discretion, hold in abeyance or revoke, amend, or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

I further understand that in the event I receive an offer of employment, Full-time applicants may 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 test result.

Signature of applicant Date

**\*\*\*\*\*\*\*\*\*\*\*\*\*PLEASE MAKE SURE TO READ AND COMPLETE BACK PAGE\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**CONSUMER REPORT DISCLOSURE STATEMENT**

# In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a reports will be obtained which provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, a background check, including a National Criminal History record, fingerprint check if required, a Social Security trace and a National Sex Offender search.

You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

All Background Checks and/or Fingerprint Checks will be conducted prior to employment and annually thereafter on all employees who are in direct repetitive conduct with Club Members as outlined in the Employee Handbook section 3.5.

## I hereby authorize The Boys and Girls Club of Orchard Park to procure the reports as set forth above.

Signature of applicant Date

*The Boys & Girls Club of Orchard Park is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age or military or veteran status in accordance with federal law. In addition, the Boys & Girls Club of Orchard Park complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. The Boys & Girls Club of Orchard Park provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.*