



**BOYS & GIRLS CLUB**

# APPLICATION FOR EMPLOYMENT

**NAME:**

\_\_\_\_\_

LAST

FIRST

MIDDLE

SOCIAL SECURITY #

**PRESENT ADDRESS:**

\_\_\_\_\_

STREET

CITY

STATE

ZIP

PHONE #

**FORMER ADDRESS:**

\_\_\_\_\_

STREET

CITY

STATE

ZIP

**EMPLOYMENT DESIRED:**

POSITION: \_\_\_\_\_

PART TIME

FULL TIME

DATE AVAILABLE: \_\_\_\_\_

HOURLY/SALARY DESIRED: \_\_\_\_\_

Have you made previous application to this organization?

YES

NO

Have you been employed by this organization previously?

YES

NO

If yes, when & location? \_\_\_\_\_ In what position? \_\_\_\_\_

Have you ever been arrested and/or convicted of a crime(s) related to the mistreatment, abuse or molestation of children?  YES  NO If yes, please explain: \_\_\_\_\_

Have you ever been arrested and/or convicted of a felony in the past ten years?  YES  NO

If yes, please explain: \_\_\_\_\_

\*An arrest or conviction will not necessarily disqualify you from consideration. The circumstances of the conviction will be considered in relation to the nature of the duties of the job applied for. Under the Criminal Identification Act, the applicant is not obligated to disclose sealed or expunge records of conviction or arrest.

Do you have a valid driver's license?  YES  NO If yes, which state? \_\_\_\_\_

	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	GRADUATED Date	DEGREE
High School				
Univ/College				
Military, Business, Other				

If you did not graduate from any school attended, state reason why: \_\_\_\_\_

Activities: Civic, athletic, professional, etc.: \_\_\_\_\_

Former employers (list below your last three employers, beginning with the most recent):

	DATE MONTH, YEAR	NAME & ADDRESS OF EMPLOYER	SALARY Start/End	TITLE OR POSITION	REASON FOR LEAVING
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					

Resume' Attached:  YES  NO

References: List below the names of two persons not related to you whom you have known at least one year.  
List at least 2 business references and 1 personal reference.

NAME	ADDRESS	TELEPHONE #	YEARS ACQUAINTED

**Boys & Girls Club of Rockford is an Equal Opportunity Employer.**

I certify that the information I have provided is true and I have not knowingly withheld information that would directly affect my application. I authorize investigation of all statements contained in this application and to secure any necessary information from all employees, references and academic situations by the Boys & Girls Club of Rockford I hereby release all of those employers, references and academic institutions and the Boys & Girls Club of Rockford from any and all liability arising from their giving or receiving information concerning my employment history, academic credentials and/or qualifications.

I further understand that misrepresentation, false or misleading statements or omission of facts called for will be sufficient cause for rejection of my application and is cause for dismissal. I also authorize the Boys & Girls Club of Rockford to submit information concerning my employment record, in whole or part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release Boys & Girls Club from any and all liability for its providing this information.

I understand that nothing in this employment application, in Boys & Girl Club of Rockford policy statements or personal guidelines, or in my communications with any Boys & Girls Club of Rockford official is intended to create an employment contract between the Boys & Girls Club of Rockford and myself. If hired, my employment relationship with Boys & Girls Club of Rockford is terminable at will, with or without cause by either myself or the Boys & Girls Club of Rockford. I also understand the Boys & Girls Club of Rockford has the right to modify its policies without giving me any notice of changes. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. Further, I understand that my employment is conditional pending my passing tests which may include a drug screening test and the receipt of satisfactory work, character references and background record checks.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_