



# EMPLOYMENT APPLICATION

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.

## GENERAL

Name (Last) (First) (Middle Initial)

Other names used: \_\_\_\_\_

Present Address \_\_\_\_\_

Phone \_\_\_\_\_

Are you authorized to work in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

How were you referred to the Boys & Girls Club of the Monroe Area \_\_\_\_\_

If previously employed with any B&GC give dates, position and location: \_\_\_\_\_

If you have relatives employed by any B&GC list names, dates and positions. \_\_\_\_\_

Have you been convicted of, pled guilty to and/or pled *Nolo Contendere* to a crime (felony or misdemeanor including but not limited to sexual offender crimes, theft, banking fraud, drug and/or alcohol-related offenses, assault, etc)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide State, date, court, type of crime, place of occurrence and the final disposition. *Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.*

## POSITION APPLIED FOR

Title or Category Salary Requirements

Date Available to Start: \_\_\_\_\_ Are you available for Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Temporary \_\_\_\_\_

Are you willing to travel if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ Location \_\_\_\_\_ Graduated: \_\_\_\_\_

Y/N

College \_\_\_\_\_ Location \_\_\_\_\_ Graduated: \_\_\_\_\_

Y/N

Degree: \_\_\_\_\_

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** \_\_\_\_\_  
Address \_\_\_\_\_  
Your Title \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Brief Description of Duties/Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Company Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Your Title \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Brief Description of Duties/Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Company Name** \_\_\_\_\_  
Address \_\_\_\_\_  
Your Title \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Brief Description of Duties/Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Please list all software application skills** \_\_\_\_\_

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

**AUTHORIZATON TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that the Boys & Girls Club of the Monroe Area will attempt to verify statements made on my Application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I fully understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of the Boys & Girls Club of the Monroe Area's review of this application and my candidacy for employment, I release the Boys & Girls Club of the Monroe Area and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so that the Boys & Girls Club of the Monroe Area can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

\*Yes \_\_\_\_\_ \*No \_\_\_\_\_

(\*Please initial the appropriate space to indicate and document your consent to this authorization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**JOB APPLICANT AGREEMENT**

I understand that the Boys & Girls Club of the Monroe Area requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal if discovered after I am employed. The use of this application blank does not indicate there are positions open and does not in any way obligate the Boys & Girls Club of the Monroe Area.

I authorize the Boys & Girls Club of the Monroe Area 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 the Boys & Girls Club of the Monroe Area from any and all liability for providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of the Boys & Girls Club of the Monroe Area. I understand that I have the right to terminate my employment at any time, with or without notice, with or without cause, and that the Boys & Girls Club of the Monroe Area has the similar right. I understand my employment by the Boys & Girls Club of the Monroe Area does not constitute a guarantee that any position be continued for any length of time, or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime, and scheduled weekend and holiday work when required by the Boys & Girls Club of the Monroe Area. I also understand that the Boys & Girls Club of the Monroe Area 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 no one other than the Executive Director of the Boys & Girls Club of the Monroe Area has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon the Boys & Girls Club of the Monroe Area's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that the Boys & Girls Club of the Monroe Area will attempt to verify statements made on my application and made during my employment interview.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)