

Great Futures Start Here.



BOYS & GIRLS CLUB
OF WATERTOWN

EMPLOYMENT APPLICATION

APPLICANT INFORMATION										
Last Name					First				M.I.	Date
Street Address							Apartment/Unit #			
City					State				ZIP	
Phone					E-mail Address					
Emergency Contact Name							Phone			
Date Available				Social Security No.				Desired Salary		
Position Applied for										
Are you a citizen of the United States?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Have you ever been convicted of a felony?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
How did you learn about us? Advertisement Friend Relative Employment Agency Radio Inquiry Other										
Do you have a current and valid Driver's License? YES <input type="checkbox"/> NO <input type="checkbox"/> Has it ever been revoked, suspended or denied? YES <input type="checkbox"/> NO <input type="checkbox"/>										
If yes, please explain:										
WHAT DAY(S) OF THE WEEK ARE YOU AVAILABLE TO WORK (CIRCLE THE DAY OR DAYS) Monday Tuesday Wednesday Thursday Friday										
LIST THE TIME(S) THAT YOU ARE AVAILABLE TO WORK										
EDUCATION										
High School					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone			
Address		Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company		Phone			
Address		Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company		Phone			
Address		Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
MILITARY SERVICE					
Branch			From		To
Rank at Discharge			Type of Discharge		
If other than honorable, explain					
DISCLAIMER AND SIGNATURE					
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.					
Signature				Date	

PLEASE NOTE: If you have a current resume, please attach a copy to this application.

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Watertown 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 understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of Boys & Girls Club of Watertown's review of this application and my candidacy for employment, I release Boys & girls Club of Watertown 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 Boys & Girls Club of Watertown 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 (*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

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.