



**BOYS & GIRLS CLUBS**  
of the Northland

## EMPLOYMENT APPLICATION

*The Boys & Girls Clubs of the Northland is 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 Clubs of the Northland will investigate the accuracy of data provided in the application process for all applications before appointment to the staff can be made. This investigation may include, but is not limited to reference checking, the military, schools, appropriate volunteer agencies and police and other government agencies.*

Position applying for \_\_\_\_\_ Date available: \_\_\_\_\_

Type of employment:    ___ full time    ___ part-time    ___ work study    ___ intern/practicum    ___ other _____
Time available to report to work:
Mon: _____    Tues: _____    Wed: _____    Thurs: _____    Fri: _____    Sat: _____

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell \_\_\_\_\_

Other names by which you have been known by \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Referral source: \_\_\_\_\_

Previous Addresses

How long at this address

1. \_\_\_\_\_

2. \_\_\_\_\_

US Citizen \_\_\_ Yes \_\_\_ No, If no, then Visa Type \_\_\_\_\_

Education	Name & location of School	Course of Study	No. of years completed	Graduated	Degree
High School				___ Yes ___ No	
Vocational/ Technical Training				___ Yes ___ No	
College				___ Yes ___ No	
Other				___ Yes ___ No	

Have you been in the military? No \_\_\_ Yes \_\_\_ If yes, with which branch \_\_\_\_\_  
Dates of service \_\_\_\_\_ to \_\_\_\_\_. Discharge was voluntary \_\_\_ or involuntary \_\_\_\_\_. If involuntary please describe circumstances \_\_\_\_\_

Professional Societies, Association, Awards, Publications: \_\_\_\_\_

Is there anything that would prohibit you from doing the job for which you are applying? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_ No \_\_\_. If yes, from which state? \_\_\_\_\_

Have you ever been involuntarily discharged from a previous employer? If yes, please explain: \_\_\_\_\_

### Work Experience

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. Do not write "see resume".

1. Company Name:				Employed (month / year)	
				From	to
Address	City	State	Zip	Salary	
				From	to
Job Title				Reason for leaving:	
Duties					
Name(s) of Supervisor		May we contact? ___ yes ___ no		Contact telephone: ( )	

2. Company Name:				Employed (month / year)	
				From	to
Address	City	State	Zip	Salary	
				From	to
Job Title				Reason for leaving:	
Duties					
Name(s) of Supervisor		May we contact? ___ yes ___ no		Contact telephone: ( )	

3. Company Name:				Employed (month / year)	
				From	to

Address	City	State	Zip	Salary From to
Job Title				Reason for leaving:
Duties				
Name(s) of Supervisor	May we contact? ____ yes ____ no		Contact telephone: ( )	

### Volunteer Experience

Company Name:	Telephone:	Volunteered (month / year) From to		
Address	City	State	Zip	Name of Supervisor
Job Title	Duties		Reason for leaving:	
Company Name:	Telephone:	Volunteered (month / year) From to		
Address	City	State	Zip	Name of Supervisor
Job Title	Duties		Reason for leaving:	

### Personal References

List two references: (Exclude previous supervisors and relatives.)

1, \_\_\_\_\_ Telephone: (home) \_\_\_\_\_ Cell: \_\_\_\_\_

2, \_\_\_\_\_ Telephone: (home) \_\_\_\_\_ Cell: \_\_\_\_\_

Have you ever been employed by a Boys & Girls Club? \_\_\_\_ Yes \_\_\_\_ No

Date(s): \_\_\_\_\_ Position(s) \_\_\_\_\_

Location(s): \_\_\_\_\_

What are your skills and interests? \_\_\_\_\_

Why do you want to work for the Club and what positions would you prefer? \_\_\_\_\_

### General

Please include any other information you think would be helpful to us in considering you for employment, such as activities, accomplishments, other skills and abilities, etc. (Please exclude all information indicative of race, color religion, national origin, sex, physical or mental disability, protected veteran status or sexual orientation.)

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The Boys & Girls Club is an equal opportunity employer (EOE). We are dedicated to a policy of nondiscrimination in employment on any basis; including race, color, creed, religion, national origin, sex, age, marital status, disability, protected veteran status, sexual orientation or status as regard to public assistance.

Applications remain on file for 12 months.

Conditions of Employment: All employees of the Boys & Girls Clubs of the Northland are “at will” employees. As such, they are retained at the discretion of the Chief Professional Officer and the Executive Committee of the Board of Directors. The Boys & Girls Club retains sole discretion to make determinations of appropriate action to be taken in response to inappropriate, improper or illegal employee conduct. The Chief Professional Officer and the Executive Committee shall retain sole discretion to determine the definition if inappropriate or improper conduct. Additional policies may be added from time to time as necessary, without prior notice, at the discretion of the Chief Professional Officer or the Executive Committee of the Board of Directors.

### **Applicant’s Statement of Agreement**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsification or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, current and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Boys & Girls Clubs of the Northland with relevant information that may be required to arrive at an employment decision.

Date	Signature
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Office Use:	Date received _____	Reviewed by _____
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