

Inspiring and enabling all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens

Application for Employment

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 Clubs will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies and police and other government agencies.

POSITION APPLIED FOR

CATEGORY: Paid full-time _____ Salary Required: _____
 Paid part-time _____ Date Available _____
 Willing to travel: _____
 If part-time (days and time available?) _____

GENERAL

NAME: _____ TELEPHONE: _____

All other names by which known at any time: _____

ADDRESS: _____

Previous Addresses (past 10 years), and name by which known as such. How long at this address?

Address(es), if different from above.

(1) _____

(2) _____

(3) _____

(4) _____

HAVE YOU EVER BEEN TERMINATED INVOLUNTARILY FROM A PAID OR VOLUNTEER POSITION OR SUSPENDED FROM AN EDUCATIONAL INSTITUTION? Yes ___ No ___ If YES, EXPLAIN CIRCUMSTANCES. _____

U.S. CITIZEN? Yes ___ No ___ VISA TYPE, IF NOT U.S. CITIZEN. _____

How or by whom referred to Boys & Girls Club of Central Iowa? _____

Have you ever been bonded? Yes ___ No ___. If yes, with what employer(s)? _____

Military service: from ___ to ___. Which Branch? _____

Discharge was voluntary ___ or involuntary ___. Describe the circumstances if discharge was involuntary. _____



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EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	FROM	TO	GRADUATE		DEGREE
					YES	NO	
HIGH SCHOOL							
COLLEGE OR UNIVERSITY							
TECHNICAL SCHOOLS							
OTHER							

Professional Societies, Associations, Awards, Publications: _____

Have you been convicted or adjudicated of a crime? Yes _____ No _____ If yes, please describe. _____

Have you ever been criminally charged with any crime related to the mistreatment, abuse, or molestation of children?
Yes _____ No _____ If yes, please describe in full. _____

Do you have a valid driver's license? Yes _____ No _____ If yes, from which state(s)? _____

WORK EXPERIENCE (Past 10 years)

List All Employers beginning with the most recent. Use additional pages if needed.

COMPANY NAME	YOUR TITLE		
COMPANY ADDRESS (No. & Street)	CITY	STATE	ZIP
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER?
DESCRIPTION OF DUTIES AND RESPONSIBILITIES			
REASON FOR LEAVING			

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WORK EXPERIENCE (Past 10 years) Continued

List All Employers beginning with the most recent. Use additional pages if needed.

COMPANY NAME		YOUR TITLE		
COMPANY ADDRESS (No. & Street)		CITY	STATE	ZIP
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY	
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER?	
DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
REASON FOR LEAVING				

RECENT VOLUNTEER EXPERIENCE

AGENCY			TELEPHONE	
ADDRESS	STREET & NO.	CITY	STATE	ZIP
SUPERVISOR	PHONE	DATE STARTED	DATE LEFT	MAY WE CONTACT
DESCRIPTION OF DUTIES AND RESPONSIBILITIES				

AGENCY			TELEPHONE	
ADDRESS	STREET & NO.	CITY	STATE	ZIP
SUPERVISOR	PHONE	DATE STARTED	DATE LEFT	MAY WE CONTACT
DESCRIPTION OF DUTIES AND RESPONSIBILITIES				

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SKILLS AND INTERESTS

IF ACCEPTED WHAT KIND OF ASSIGNMENT WOULD YOU PREFER?

TECHNOLOGY EXPERIENCE:

EQUIPMENT	EXPERIENCE	SOME EXPERIENCE	NO EXPERIENCE
Computer			
Scanner			
Digital Camera			
APPLICATIONS			
Word			
Access			
Excel			
Photo Shop			
Illustrator			
OTHER			
Email			
Internet usage			

I certify that all the answers given by me to all of the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information.

I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal of or summary dismissal from employment.

I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background.

DATE

SIGNATURE

SS#

DL#

GREAT FUTURES START HERE.

Rev. 9/11

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