



BOYS & GIRLS CLUB
OF MENOMINEE/MARINETTE

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Date of application: _____

General			
Name (Last)	(First)	(M)	Telephone (Area Code)
(Present Address) Street #			
(City)	(State)	(Zip)	
How were you referred to the DAR Boys & Girls Club?			
Previous employment with B&GC (If any, give dates, position, location)			
Position Applied for			
Title		Salary/Rate of Pay Required	
Date Available To Start			

EDUCATION							
School	Name & Location	Major	Dates		Graduate		Degree
			From	To	Yes	No	
High School							
College or University							
Other Schools							

WORK EXPERIENCE			
<i>Start with current or last employer first.</i>			
Company Name		Your Title	
Company Address		City	State Zip
Start Date	End Date	Starting Salary	Ending Salary
Supervisor's Name	Supervisors Title	Telephone	May we contact them? Yes No
Brief Description of Duties & Responsibilities			
Reason for Leaving			

Company Name		Your Title	
Company Address		City	State Zip
Start Date	End Date	Starting Salary	Ending Salary
Supervisor's Name	Supervisors Title	Telephone	May we contact them? Yes No
Brief Description of Duties & Responsibilities			
Reason for Leaving			

Company Name		Your Title	
Company Address		City	State Zip
Start Date	End Date	Starting Salary	Ending Salary
Supervisor's Name	Supervisors Title	Telephone	May we contact them? Yes No
Brief Description of Duties & Responsibilities			
Reason for Leaving			

VOLUNTEER EXPERIENCE

Agency Name

Telephone

Address

Supervisor

Volunteered: From To

Responsibilities

Agency Name

Telephone

Address

Supervisor

Volunteered: From To

Responsibilities

ADDITIONAL INFORMATION

Have you ever been convicted of a crime? () no () yes (If yes, what were the circumstances of the incident and the conviction. Note: A "yes" answer does not automatically exclude an applicant, but will initiate further inquiry on the specifics of the conviction and circumstances surrounding it)

Have you ever been terminated from a paid or volunteer position or suspended from an educational institution? () no () yes (If yes, please explain circumstances.)

Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children? () no () yes (If yes, what were the circumstances of the incident?)

Do you have a valid driver's license? () no () yes State _____ Driver's License # _____

If employed, can you submit verification of your right to work in the U.S.? () no () yes

REFERENCES

Please provide the names of three individuals, not related to you and whom you have known for a period of time, who can provide a reference.

Name	Address	Telephone	Nature of Relationship
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Name	Address	Telephone	Nature of Relationship
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Name	Address	Telephone	Nature of Relationship
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OTHER SKILLS & INTERESTS:

AUTHORIZATION & UNDERSTANDING

I certify that all the information submitted in this application form, or in any resume, interview, or other information is true and complete, and that I have not knowingly withheld, nor will I withhold, any information that would affect my application or employment. I understand the employer is under no obligation to consider or reconsider my application at any time, and that acceptance of this application does not constitute an offer of employment. I also understand that:

1. Inquiries may be made with my previous employers or other (including private or government agencies) who may have knowledge of me. I authorize any such person or agency to give you all the information concerning my previous employment, including, but not limited to, an assessment of my job performance, ability and fitness and/or damages that may be directly or indirectly result from furnishing same.
2. Prior to beginning work or during my employment, the employer reserves the right to require any lawful form of medical drug, alcohol psychological character, honesty, integrity, aptitude, skill or other test or examination.

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or if employed, for dismissal at any time. I also give permission for the Club to run a background check prior to start date if hired.

Signature:

Date:

Office Use Only

Position:

Start Date:

Starting Pay: