



Employment Application

An Equal Opportunity Employer

NAME (LAST)	(FIRST)	(MI)	TELEPHONE (W/ AREA CODE)
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OTHER NAMES USED:

PRESENT ADDRESS:

Are you authorized to work in the United States? Yes No
 If you are a resident alien, please give your alien number or present your resident alien card. _____

Are you at least 18 years of age? Yes No
 If not, do you have a work permit? Yes No

How were you referred to the Boys & Girls Clubs of the Colorado River (BGCCR)?

Relatives employed by BGCCR? (If any, give dates, position)

POSITION APPLIED FOR	
TITLE OR CATEGORY	SALARY REQUIRED
DATE AVAILABLE	WILLINGNESS TO TRAVEL (approx. %)

EDUCATION				
SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE	DEGREE
HIGH SCHOOL			Y N	
COLLEGE/ UNIVERSITY			Y N	
OTHER SCHOOLS (graduate, technical, business, military, etc.)			Y N	

CLERICAL EXPERIENCE						
TYPE		WPM	WORD PROCESSING	TYPE		WPM
Y	N		Y N	Y	N	

OFFICE MACHINES YOU CAN OPERATE/SOFTWARE USED:

WORK EXPERIENCE

(Start with current to last employer first. Do not detail duties and responsibilities if described in attached resume.)

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE _____ SALARY _____

STARTED: _____ ENDED: _____ STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT
EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE _____ SALARY _____

STARTED: _____ ENDED: _____ STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT
EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE _____ SALARY _____

STARTED: _____ ENDED: _____ STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT
EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Indicate any foreign languages you can speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any extra curricular activities, special job-related skills and qualifications acquired from employment experience.

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS
(Check skills/equipment operated)

- | | | |
|--|---|--|
| <input type="checkbox"/> 10-key | <input type="checkbox"/> Fax | Other (list):

_____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> WordPerfect | |
| <input type="checkbox"/> Windows 98 | <input type="checkbox"/> Microsoft Office | |
| <input type="checkbox"/> Multi-line Phone Sys. | <input type="checkbox"/> QuickBooks | |

State any additional information you feel may be helpful to us in considering your application.

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

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever applied with us before? Yes No

If yes, give date: _____

Have you ever been employed with us before? Yes No

If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

I authorize Boys & Girls Clubs of the Colorado River (BGCCR) to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and BGCCR from any liability arising from their giving or receiving information about my employment history, academic credentials or qualifications, and my suitability for employment with BGCCR. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCCR has not employed me or immediate dismissal if BGCCR has employed me. I also authorize BGCCR to supply information about my employment record, in whole or part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release BGCCR from any and all liability for its providing this information.

I understand that nothing in this employment application, in BGCCR's policy statements or personnel guidelines, or in my communications with any BGCCR official is intended to create an employment contract between BGCCR and me. I also understand that BGCCR has the right to modify its policies without giving me any notice of changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age sex, religion, marital status, race, color, creed, nation origin or disability.