

NAME _____
LAST FIRST M.I.

DATE _____

EMPLOYMENT APPLICATION FORM



**BOYS & GIRLS CLUBS
OF AMERICA**

Boys & Girls Clubs of La Porte County

321 Detroit Street

Michigan City, IN 46360

(219) 873-2298 Fax: (219) 874-4519

OUR MISSION:

*To enable all young people,
especially those who need us most,
to reach their full potential as productive,
caring, responsible citizens.*

EMPLOYMENT APPLICATION

Equal Opportunity Employer

GENERAL

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED				
PRESENT ADDRESS				
EMAIL ADDRESS				
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST 18 YEARS OF AGE?		IF NOT, DO YOU HAVE A WORK PERMIT?
<input type="checkbox"/> YES		<input type="checkbox"/> YES		<input type="checkbox"/> YES
<input type="checkbox"/> NO		<input type="checkbox"/> NO		<input type="checkbox"/> NO
HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUB?				
PREVIOUS EMPLOYMENT WITH BGC (If any, give dates, position, location)				
RELATIVES EMPLOYED BY BGC (If any, give dates, positions)				
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):				
<input type="checkbox"/> YES _____				
<input type="checkbox"/> NO				
Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.				

POSITION APPLIED FOR

TITLE OR CATEGORY:	SALARY REQUIREMENTS
<input type="checkbox"/> PROGRAMMING	
<input type="checkbox"/> CLERICAL	
<input type="checkbox"/> FOOD SERVICES	
<input type="checkbox"/> OTHER	
DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE

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

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			

ALL APPLICANTS

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:
OFFICE MACHINES YOU CAN OPERATE:

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

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of La Porte County (BGCLPC) 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 BGCLPC's review of this application and my candidacy for employment, I release BGCLPC 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 BGCLPC 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

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of La Porte County (BGCLPC) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCLPC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCLPC.

I also authorize BGCLPC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCLPC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGCLPC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCLPC has a similar right. I understand my employment by BGCLPC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCLPC. I also understand that BGCLPC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the Executive Director of BGCLPC has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCLPC's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCLPC will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

Boys & Girls Clubs of La Porte County is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.