



BOYS & GIRLS CLUBS
OF MERCER COUNTY

APPLICATION FOR EMPLOYMENT

Date of application: _____

Personal:

Name: _____
(First) (M.I.) (Last)

Address: _____
(Street)

(City) (State) (Zip) Telephone: _____

E-mail Address: _____

Are you 18 years of age or older? Yes No If no, give birth date: _____

Position applying for: _____ Salary/hourly rate expected: _____

Date available: _____ Full time Part time Temporary

If seeking part time/temporary employment, please list hours/times available:

Education:

| School | Years Attended | Name of school | City, State | Degree/Course /Hours | Graduated? |
|--------------------------|----------------|----------------|-------------|----------------------|------------|
| High School | | | | | |
| College | | | | | |
| Graduate/ Other training | | | | | |

Note: All potential employees must pass a criminal background check before being considered for employment to work with children.

Equal Opportunity Employer: Qualified applicants receive consideration for employment without discrimination because of gender, age, religion, marital status, race, color, creed, national origin or disability.



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OF MERCER COUNTY**

| | | | |
|---------------------|------------------|----------------|--|
| Employer name: | | Position held: | |
| Employer Address: | | | |
| Supervisor name: | | Phone number: | |
| Dates employed: | Starting salary: | Ending salary: | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job duties: | | | |
| Reason for leaving: | | | |

| | | | |
|---------------------|------------------|----------------|--|
| Employer name: | | Position held: | |
| Employer Address: | | | |
| Supervisor name: | | Phone number: | |
| Dates employed: | Starting salary: | Ending salary: | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
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| Supervisor name: | | Phone number: | |
| Dates employed: | Starting salary: | Ending salary: | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Job duties: | | | |
| Reason for leaving: | | | |

General:

Current certifications or licenses: _____

Subjects of particular knowledge: _____

Special Skills and Talents: _____

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Other Info: _____

U.S. Military Service? Yes No

Current member of National Guard/Reserves? Yes No

References:

(Please provide three references who can speak to your ability to perform the job for which you are applying)

| | |
|-------------------------|-------------------------|
| Name: | Phone: |
| Address: | |
| Length of relationship: | Nature of Relationship: |

| | |
|-------------------------|-------------------------|
| Name: | Phone: |
| Address: | |
| Length of relationship: | Nature of Relationship: |

| | |
|-------------------------|-------------------------|
| Name: | Phone: |
| Address: | |
| Length of relationship: | Nature of Relationship: |

I authorize Boys & Girls Clubs of Mercer County to investigate all statements in this application and to secure any necessary information for all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and Boys & Girls Club from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment references and successfully passing a criminal background check..

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Club has not employed me or immediate dismissal if the Club has employed me. I also authorize the Club 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 the Club from any and all liability for its providing this information.

I understand that nothing in this employment application, in Club policy statements or personnel guidelines, or in my communications with any Club official is intended to create an employment contract between Club and me. I also understand that the Club 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 if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Club retains the right to terminate my employment at any time for any reason.

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

Signature of Applicant

Date