

EMPLOYMENT APPLICATION

BOYS & GIRLS CLUB OF CLIFTON, INC

822 CLIFTON AVENUE CLIFTON, NEW JERSEY 07013

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 Club 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, police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. After employment, a statement of good health will be required from a physician.

POSITION APPLYING FOR

Applying for: Full Time_____ Part Time_____ Volunteer_____ Date Available_____

Time & Availability: Mon_____ Tues_____ Wed_____ Thur_____ Fri_____

GENERAL INFORMATION

Full Name:_____ Telephone # _____

All Other Names By Which Known:_____

Address_____ City:_____ Zip Code:_____

Email_____

PREVIOUS ADDRESSES WITHIN THE LAST 10 YEARS

- (1) _____
- (2) _____
- (3) _____

Have you ever been terminated involuntarily from a paid or volunteer position or volunteer position or suspended from an educational institution? Yes or No, if yes, explain:_____

Are you a U.S. Citizen? _____ If not U.S. Citizen, Visa type:_____

How or by whom were you referred to the Boys & Girls Club?_____

Have you ever been bonded? Yes or No, if yes with what employer(s)_____

Have you served in the Military? Yes or No, if yes, which Branch:_____

Discharge was voluntary or involuntary? Yes or No, if discharge was involuntary, please explain:_____

WORK EXPERIENCE

List all employers starting with your present employer.

Company Name: _____ Position: _____

Address: _____ City: _____ State: _____

Date Started: _____ Date Ended: _____ Salary: _____ or Hourly Rate: _____

Supervisors Name and Contact Number: _____

Describe Duties & Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Position: _____

Address: _____ City: _____ State: _____

Date Started: _____ Date Ended: _____ Salary: _____ or Hourly Rate: _____

Supervisors Name and Contact Number: _____

Describe Duties & Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Position: _____

Address: _____ City: _____ State: _____

Date Started: _____ Date Ended: _____ Salary: _____ or Hourly Rate: _____

Supervisors Name and Contact Number: _____

Describe Duties & Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Position: _____

Address: _____ City: _____ State: _____

Date Started: _____ Date Ended: _____ Salary: _____ or Hourly Rate: _____

Supervisors Name and Contact Number: _____

Describe Duties & Responsibilities: _____

Reason for Leaving: _____

VOLUNTEER EXPERIENCE

Agency: _____ Telephone: _____

Address: _____ City: _____ Zip _____

Supervisors Name: _____ May We Contact? Yes or No

Describe Duties & Responsibilities: _____

VOLUNTEER EXPERIENCE

Agency: _____ Telephone: _____

Address: _____ City: _____ Zip _____

Supervisors Name: _____ May We Contact? Yes or No

Describe Duties & Responsibilities: _____

EDUCATION

High School and Location	From – To	Major & Degree	Graduate? Yes or No
_____	_____	_____	_____

College/University	_____	_____	Yes or No
_____	_____	_____	_____

_____	_____	_____	Yes or No
Technical School	_____	_____	_____

_____	_____	_____	Yes or No
Other Schools Attended	_____	_____	_____

_____	_____	_____	Yes or No
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If you did not graduate from any schools you attended, please explain: _____

Professional societies, associations, awards, publications: _____

Any physical or mental conditions which may limit ability to perform work applied for? _____

Have you ever been hospitalized or institutionalized for a psychiatric or emotional condition? Yes or No, if yes please explain and provide dates: _____

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

Do you have a valid driver's license? Yes or No (what state) _____