

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\_\_\_\_\_ Thru\_\_\_\_\_ 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
_____	_____	_____	Yes or No
College/University			
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No
Technical School			
_____	_____	_____	Yes or No
Other Schools Attended			
_____	_____	_____	Yes or No

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) \_\_\_\_\_

\_\_\_\_\_  
Print Name                      Date                                      Signature