



**BOYS & GIRLS CLUBS**  
of the Northland

**EMPLOYMENT APPLICATION**

*The Boys & Girls Clubs of the Northland is 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 Boys & Girls Clubs of the Northland will investigate the accuracy of data provided in the application process for all applications before appointment to the staff can be made. This investigation may include, but is not limited to reference checking, the military, schools, appropriate volunteer agencies and police and other government agencies.*

**Position applying for** \_\_\_\_\_ **Date available** \_\_\_\_\_

**Days and time available to work** \_\_\_\_\_

**Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Other names by which you have been known by** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Previous Addresses**

**How long at this address**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**US Citizen** \_\_\_ **Yes** \_\_\_ **No**, then **Visa Type** \_\_\_\_\_

<b>Education</b>	<b>Name, City</b>	<b>Major</b>	<b>From</b>	<b>To</b>	<b>Graduate?</b>	<b>Degree</b>	<b>Other Info</b>
<b>High School</b>							
<b>College</b>							
<b>Technical</b>							
<b>Military</b>							
<b>Other</b>							
<b>Other</b>							

**If you did not graduate from any school you attended state why** \_\_\_\_\_

Professional Societies, Association, 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? No \_\_\_ Yes \_\_\_  
If yes explain, name the institution and approximate dates \_\_\_\_\_

Have you ever been convicted of a crime(s) in the past ten(10) years? No \_\_\_ Yes \_\_\_ Please explain. \_\_\_\_\_

Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children? No \_\_\_ Yes \_\_\_ Please explain. \_\_\_\_\_

Do you have a valid drivers license? Yes \_\_\_ No \_\_\_. If yes from which state? \_\_\_\_\_

Have you ever been bonded? No \_\_\_ Yes \_\_\_. If yes with what employer(s) \_\_\_\_\_

Have you been in the military? No \_\_\_ Yes \_\_\_. If yes with which branch \_\_\_\_\_

Dates of service \_\_\_\_\_ to \_\_\_\_\_. Discharge was voluntary \_\_\_\_\_ or involuntary \_\_\_\_\_. If involuntary please describe circumstances \_\_\_\_\_

**WORK EXPERIENCE**

Current or last employer \_\_\_\_\_ Your title/position \_\_\_\_\_

Employer address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ May we contact? \_\_\_\_\_

\*Description of duties and responsibilities: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employer \_\_\_\_\_ Your title/position \_\_\_\_\_

Employer address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ May we contact? \_\_\_\_\_

\*Description of duties and responsibilities: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employer \_\_\_\_\_ Your title/position \_\_\_\_\_

Employer address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ May we contact? \_\_\_\_\_

\*Description of duties and responsibilities: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**\*If you attach a resume you do not need to detail duties and responsibilities. Please attach and use additional pages if necessary.**

**VOLUNTEER EXPERIENCE**

Agency \_\_\_\_\_ Your title/position \_\_\_\_\_  
Agency address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ May we contact? \_\_\_\_\_  
How long there? \_\_\_\_\_ Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Agency \_\_\_\_\_ Your title/position \_\_\_\_\_  
Agency address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ May we contact? \_\_\_\_\_  
How long there? \_\_\_\_\_ Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

How did you hear about the Boys & Girls Club? \_\_\_\_\_

What are your skills and interests \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work for the Club and what positions would you prefer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that all the answers given by me to all of the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information.**

**I understand that any omission; misrepresentation of false information submitted in connection with this application may result in refusal of or summary dismissal from employment.**

**I hereby agree that in the course of considering my application you may make inquire to ascertain information concerning my background and I understand that, upon written request, information as to the nature and scope of the inquiry if one is made will be provided to me.**

Date	Signature	Social Security Number

Office Use:	Date received _____	Reviewed by _____
-------------	---------------------	-------------------