



BOYS & GIRLS CLUBS
OF UNION COUNTY

Application for Employment
Boys & Girls Clubs of Union County

The Boys & Girls Clubs of Union County is an equal opportunity employer and does not discriminate on the basis of age, color, national origin, race, religion, sex, marital status, disability, sexual orientation, or veteran status.

Please answer all questions in full and print clearly and neatly.

Personal Information:

Name: _____ **SS#** _____ / _____ / _____
Last First M.I.

Address: _____
Street name and number City State/Zip

Telephone: Home () _____ Work () _____ Cell () _____

Are you a US Citizen? Yes No **If no, do you have a valid work ID** Yes No
(If hired, proof of eligibility to work in the United States will be required.)

Are you currently serving in the U.S. Military? Yes No
If yes, Date of Service and Branch _____

Position Desired: _____ **Start Date:** _____ / _____ / _____

Have you ever applied for a position with this company? Yes No
If yes, When? _____

Days Available? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Education: (Circle Years Completed)

High School 1 2 3 4 School Name: _____ Year Graduated: _____

College 1 2 3 4 5 School Name: _____

College Major/Minor: _____ Year Graduated: _____

Graduate Work or Special Training: _____ Year Completed: _____

References:

(Please provide three complete references. Do not include relatives)

Name	Telephone Number	Years Known	Relationship

Work Experience:

Begin with your most recent employer; include military service assignments and volunteer opportunities relevant to the job for which you are applying.

Employer: _____ **Position:** _____

Address: _____ **Telephone:** _____

Supervisor: _____ **Date Started:** _____ **End Date:** _____ **Salary:** _____

Reason for Leaving: _____

Description of Duties: _____

Work Experience Continued:

Employer: _____ **Position:** _____

Address: _____ **Telephone:** _____

Supervisor: _____ **Date Started:** _____ **End Date:** _____ **Salary:** _____

Reason for Leaving: _____

Description of Duties: _____

List any additional qualifications, professional licenses, or special skills that will make you an excellent candidate for the applied position.

Background/ History:

The nature of our organization requires that a background check be performed on every employee working under our organization. This is to ensure compliance with New Jersey State Law and to ensure the safety of those we serve at the Boys & Girls Clubs of Union County.

Do you have a driver's license? ___ Yes ___ No **State:** _____ **#** _____

Have you ever been convicted of a crime? ___ Yes ___ No If yes, please explain:

Authorization for Release of Information

I authorize the Boys & Girls Clubs of Union County to perform a criminal background check in connection with my application for employment or volunteer position. These checks will be conducted as needed.

Last name *First* *Middle* *Maiden*

Social Security # *DOB* *Sex*

Please provide previous addresses:

Address	City	State/Zip	Dates



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AGREEMENT

I give the Boys & Girls Clubs of Union County the right to contact all references and to secure additional information about me and job related information. I hereby release from liability the Boys & Girls Clubs of Union County and its representatives for seeking such information and all other persons, corporations and organizations for furnishing such information.

I understand that I will be an AT WILL employee and that I am free to terminate my employment at any time. The Boys & Girls Clubs of Union County reserves the same right with or without prior notice. I understand that no representative of the Boys & Girls Clubs of Union County has the authority to make any assurances to the contrary.

_____ (Applicant initial here)

I understand that if I am terminated or leave on my own free will that I will return all Boys & Girls Clubs of Union County property (program equipment, keys, etc.) before receiving my last paycheck.

_____ (Applicant initial here)

I understand that the Boys & Girls Clubs of Union County will conduct a CRIMINAL RECORDS CHECK prior to my employment.

_____ (Applicant initial here)

I understand that the use of illegal drugs is prohibited during my employment at the Boys & Girls Clubs of Union County, and I will be required to take and pass a mandatory drug test prior to my employment. I also understand that the Boys & Girls Clubs of Union County administer random drug tests.

_____ (Applicant initial here)

I understand that misrepresentation or omission of facts herein is a cause for denial of employment or dismissal. I also understand that employment, if offered, is for no definite period. I agree to comply with all rules and regulations.

_____ (Applicant initial here)

If you have any questions regarding the statements on this form, please ask before signing.

Signature: _____ Date: ____/____/____

Supervisor's Signature: _____ Date: ____/____/____

For Office Use Only:		
Date Received: ____/____/____	Hired: ___ Yes ___ No	Position: _____
Date Reporting to Work: ____/____/____	Salary/Wage: _____	
Interviewer's Signature: _____	Date: ____/____/____	