



BOYS & GIRLS CLUB OF BLOOMINGTON-NORMAL

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For Date of Application

How did you learn about us? Advertisement Friend Inquiry Employment Agency Relative Other

Last Name First Name Middle Name Address City State Zip Code Telephone Number(s) Social Security Number

Best time to contact you at home is: \_\_\_:\_\_\_ a.m. or p.m.
If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
Have you ever filed an application with us before? If yes, give date \_\_\_/\_\_\_/\_\_\_ Yes No
Do any of your friends or relatives, other than spouse work here? If yes, state name and relationship \_\_\_/\_\_\_/\_\_\_ Yes No
Are you currently employed? Yes No
May we contact your present employer? Yes No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Proof of citizenship or immigration status will be required upon employment Yes No
Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_
Are you available to work Full time (Please indicate 1 2 3 shift) Part time (Please indicate Mornings Afternoon Evenings) Temporary (Please indicate dates available \_\_\_/\_\_\_ to \_\_\_/\_\_\_)
Are you currently on "lay-off" status and subject to recall? Yes No
Can you travel if a job requires it? Yes No
Have you ever been charged or convicted of a felony or misdemeanor charge? If yes, please explain \_\_\_/\_\_\_/\_\_\_ Yes No
Have you ever been charged or convicted of a felony or misdemeanor related to the abuse of a child or minor? If yes, please explain \_\_\_/\_\_\_/\_\_\_ Yes No



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**EDUCATION**

School	Name & Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Graduate				
Other (specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed	
Address	From	To		
Telephone Number(s)				
Starting/Present Job Title	Hourly Rate/Salary			
Supervisor	From	To		
Reason for Leaving			May We contact	Yes No

Employer	Dates Employed		Work Performed	
Address	From	To		
Telephone Number(s)				
Starting/Present Job Title	Hourly Rate/Salary			
Supervisor	From	To		
Reason for Leaving			May We contact	Yes No

Employer	Dates Employed		Work Performed	
Address	From	To		
Telephone Number(s)				
Starting/Present Job Title	Hourly Rate/Salary			
Supervisor	From	To		
Reason for Leaving			May We contact	Yes No

Comments: Include explanation of any gaps in employment. \_\_\_\_\_  
 \_\_\_\_\_



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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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List professional, trade, business or civil activities and offices held.  
 You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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Additional Information

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience

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Specialized Skills (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

\_\_\_ YES    \_\_\_ NO

PERSONAL/PROFESSIONAL REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time To Call	Occupation



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## Verification of Employment

Three (3) letters of reference are required before you can be contacted for employment. Please notify your references that they will be contacted and that they should respond promptly. One of the references must be a former employer. References from family members will not be accepted unless they relate to previous employment in a family business.

1. Reference Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Reference Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Reference Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

### ***AUTHORIZATION***

I hereby authorize you to provide any information you may have regarding my performance and character to the Boys & Girls Club of Bloomington-Normal. I authorize investigation of all statements contained in this verification of employment as may be necessary in arriving at an employment decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date