



BOYS & GIRLS CLUBS
OF NORTHWEST INDIANA

Employment Application

BOYS & GIRLS CLUBS IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO VARIOUS FEDERAL, STATE AND LOCAL LAWS PROHIBITING DISCRIMINATION BASED ON RACE, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY OR MARITAL STATUS.

Personal Information

Date of Application _____

NAME (LAST) (FIRST)	SOCIAL SECURITY NO.
HOME ADDRESS	CITY, STATE ZIP
HOME PHONE	BUSINESS PHONE
MAY WE CONTACT YOU AT WORK? Yes No	
POSITION APPLYING FOR:	
DATE AVAILABLE:	
ARE YOU INTERESTED IN (CIRCLE ALL THAT APPLY): FULL-TIME PART-TIME SUMMER	

Education

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/AREA OF STUDY	NUMBER OF YRS ATTENDED	GRADUATED (CIRCLE)
HIGH SCHOOL	NAME			Yes
	CITY, STATE			No
COLLEGE	NAME			Yes
	CITY, STATE			No
GRAD SCHOOL	NAME			Yes
	CITY, STATE			No
OTHER	NAME			Yes
	CITY, STATE			No

U.S. Military Service

BRANCH OF SERVICE	TECHNICAL SPECIALIZATION	RANK ATTAINED
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Special Skills

TYPING SPEED SHORTHAND/or SPEEDWRITING _____ wpm _____ wpm	PC SOFTWARE/OTHER EQUIPMENT
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Legal

ARE YOU A US CITIZEN OR DO YOU HAVE A LEGAL RIGHT AND NECESSARY DOCUMENTS TO WORK IN THE US? (CIRCLE ONE) YES NO
WERE YOU EVER DISCHARGED BY ANY COMPANY? (CIRCLE ONE) YES NO IF YES, GIVE NAME OF COMPANY _____
REASON FOR DISCHARGE _____
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? THE EXISTENCE OF A CRIMINAL RECORD WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM THE POSITION FOR WHICH YOU ARE APPLYING. (CIRCLE ONE) YES NO IF YES, PLEASE EXPLAIN OFFENSE AND FINAL DISPOSITION: _____

Employment History

LIST EMPLOYMENT STARTING WITH YOUR MOST RECENT POSITION. PLEASE INDICATE IF YOU WERE EMPLOYED UNDER A DIFFERENT NAME.

COMPANY NAME		YOUR TITLE		
COMPANY ADDRESS (No. & Street)		(City)	(State)	(Zip)
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY	
SUPERVISOR'S NAME	TITLE	TELEPHONE #	MAY WE CONTACT <input type="checkbox"/> Yes <input type="checkbox"/> No	
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES				
REASON FOR LEAVING				

COMPANY NAME		YOUR TITLE		
COMPANY ADDRESS (No. & Street)		(City)	(State)	(Zip)
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY	
SUPERVISOR'S NAME	TITLE	TELEPHONE #	MAY WE CONTACT <input type="checkbox"/> Yes <input type="checkbox"/> No	
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES				
REASON FOR LEAVING				

COMPANY NAME		YOUR TITLE		
COMPANY ADDRESS (No. & Street)		(City)	(State)	(Zip)
DATE STARTED	DATE LEFT	STARTING SALARY	LAST SALARY	
SUPERVISOR'S NAME	TITLE	TELEPHONE #	MAY WE CONTACT <input type="checkbox"/> Yes <input type="checkbox"/> No	
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES				
REASON FOR LEAVING				

HAVE YOU EVER BEEN EMPLOYED BY BOYS & GIRLS CLUBS?

LOCATION: _____ POSITION HELD: _____ DATES: _____

REASON FOR LEAVING: _____

Business References (DO NOT LIST RELATIVES - PLEASE INDICATE IF YOU WERE EMPLOYED UNDER A DIFFERENT NAME)

NAME	COMPANY	ADDRESS	WORK PHONE #	YEARS KNOWN

PLEASE READ CAREFULLY

IN SUBMITTING THIS APPLICATION FOR EMPLOYMENT, I UNDERSTAND THAT AN INVESTIGATION MAY BE MADE WHEREBY INFORMATION IS OBTAINED REGARDING MY CHARACTER, PREVIOUS EMPLOYMENT, EDUCATIONAL BACKGROUND, CREDIT RECORD AND/OR CRIMINAL HISTORY. I AUTHORIZE ANYONE POSSESSING THIS INFORMATION TO FURNISH IT TO BOYS & GIRLS CLUBS UPON REQUEST AND I RELEASE BOYS & GIRLS CLUBS FROM ALL LIABILITY AND DAMAGES IN FURNISHING, OBTAINING OR USING SAID INFORMATION. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW (S) MAY RESULT IN IMMEDIATE DISMISSAL. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF BOYS & GIRLS CLUBS NORTHWEST INDIANA, INC. I UNDERSTAND AND AGREE THAT IF EMPLOYED, THE EMPLOYMENT WILL BE "AT WILL", THAT IS, EITHER BOYS & GIRLS CLUBS OR I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, OR FOR NO REASON. I UNDERSTAND THAT RECEIPT OF THIS APPLICATION BY BOYS & GIRLS CLUBS DOES NOT IMPLY EMPLOYMENT AND THAT THIS APPLICATION AND/OR ANY OTHER DOCUMENTS ARE NOT CONTRACTS OF EMPLOYMENT.

Signature: _____ Date: _____



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RELEASE/AUTHORIZATION FORM

As a requirement to possible employment, I hereby relinquish my rights and release you from liability by reason thereof, for the purpose of conducting a background investigation regarding criminal history.

Signature

Print name

Social Security Number

Date of Birth

Date

Motor Vehicle Report Authorization Form

Your employment responsibilities may include the operation of your privately owned vehicle for purposes of conducting company business. This is a serious responsibility for both you and The Boys and Girls Clubs of Northwest Indiana Inc.

Our insurance company has recommended that we encourage and require all drivers to maintain a safe driving record. Accordingly, Boys and Girls Clubs of Northwest Indiana Inc. will periodically review a copy of your Motor Vehicle Report (MVR).

Please sign this authorization that allows us to have our insurance agent order a copy of your Report.

Disclosure Under Fair Credit Reporting Act and to Procurement of Consumer Report for Employment Purposes

The undersigned hereby authorizes Boys and Girls Clubs of Northwest Indiana Inc., or its assigns, to obtain copies of a Motor Vehicle Report (MVR) pertaining to my employment and for use in underwriting insurance for which Boys and Girls Clubs of Northwest Indiana Inc. may apply and any renewal thereof. I understand that in obtaining such reports, reporting agencies may be used, and I do hereby authorize such use.

Signed: _____

Date: ____ / ____ / ____

Print Name: _____

Drivers License #: _____

Date of Birth: ____ / ____ / ____