



# APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT)

**POSITION(S) YOU'RE APPLYING FOR:**

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**NAME:** \_\_\_\_\_ **AVAILABILITY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF EMERGENCY:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Can you demonstrate that you are a U.S. citizen or that you are legally authorized to work in the United States?  Yes  No      Are you over 18 years of age?  Yes  No

Have you ever been convicted of a crime? (Exclude those cases contained within an expunged juvenile record and minor traffic violations.)  Yes  No      If so, please explain (Conviction does not necessarily disqualify you from further consideration for employment): \_\_\_\_\_

Effort will be made to reasonably accommodate all disabilities. Are you aware of any disabilities which might interfere with your performance of the essential duties for which you are applying?  Yes  No

If yes, please explain \_\_\_\_\_

Do you a current CPR & First Aid card?  Yes  No If no, would you be willing to obtain one?  Yes  No

Do you have a High School Diploma or a General Education Diploma (GED)?  Yes  No

## EDUCATION

### SCHOOLS ATTENDED AFTER HIGH SCHOOL:

Name and Location	Field of study	Hours completed	Certificates or degrees	Dates
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List any special training, certificates, professional or vocational licenses, computer skills (list programs), office equipment skills, languages, or other special skills you have that are pertinent to the position for which you are applying:

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## EMPLOYMENT HISTORY

Beginning with your present or most recent job, describe your work experience during the past ten years, including all non-paid or volunteer work (without verification, experience is considered irrelevant):

➤ **EMPLOYER** \_\_\_\_\_ Address: \_\_\_\_\_ Dates From/ To: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name/ Title: \_\_\_\_\_

Specific Duties:  Part-time  Full-time \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

May we contact for a reference?  Yes  No If yes, current Phone # \_\_\_\_\_

➤ **EMPLOYER** \_\_\_\_\_ Address: \_\_\_\_\_ Dates From/ To: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Supervisor's Name/ Title: \_\_\_\_\_

Specific Duties:  Part-time  Full-time \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

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Your Job Title: \_\_\_\_\_ Supervisor's Name/ Title: \_\_\_\_\_

Specific Duties:  Part-time  Full-time \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

May we contact for a reference?  Yes  No If yes, current Phone # \_\_\_\_\_

**VOLUNTEER EXPERIENCE**

**Additional experience (volunteer, special training, etc.) that you have not yet listed**

➤ **BUSINESS NAME** \_\_\_\_\_ Address: \_\_\_\_\_ Dates From/ To: \_\_\_\_\_

Your Position: \_\_\_\_\_ Supervisor's Name/ Title: \_\_\_\_\_

Specific Duties:  Part-time  Full-time \_\_\_\_\_

May we contact for a reference?  Yes  No If yes, current Phone # \_\_\_\_\_

**ADDITIONAL REFERENCES**

**If additional space is required, please attach necessary pages to application form.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

In what capacity do you know this person: \_\_\_\_\_

For how long have you known this person: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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For how long have you known this person: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

In what capacity do you know this person: \_\_\_\_\_

For how long have you known this person: \_\_\_\_\_

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of application and/or dismissal from employment. I authorize the employer, Boys & Girls Club of Corvallis, to make any necessary and appropriate investigations to verify the information contained herein. I understand that if selected I may be required to undergo a drug screening or background investigation.

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