



**BOYS & GIRLS CLUB
OF CORVALLIS**

APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT)

POSITION(S) YOU'RE APPLYING FOR:

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 have 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
.....
.....

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:

.....

.....

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: _____

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: _____

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: _____

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: _____

In what capacity do you know this person: _____

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: _____

PreEmployment Drug Screening Consent:

The Boys & Girls Club of Corvallis is a drug & alcohol free organization. We reserve the right to drug test applicants prior to employment.

If given a "Conditional offer of hire" I will consent freely and voluntarily to the organizations request for Drug screening prior to my employment. I will agree to pay for the cost of my drug-screening test. I further understand that failure to submit to drug testing & or I fail a drug test, the "Offer to hire" is immediately revoked. I understand if I fail a pre-hire drug test I will be disqualified from any further employment consideration for a period of no less than one year.

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 stated above, and I fully submit to a criminal background check. I have read this form in full and understand the above statements and that an "offer to hire" is contingent upon the conditions set forth herein.

Signature of Applicant _____ Date _____