



APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT)

POSITION(S) APPLYING FOR: _____ AND/OR

AGE GROUP OF YOUTH TO WORK WITH (check all that apply): ☐ 6-11 ☐ 12-14 ☐ 15-18

NAME: _____ AVAILABILITY: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

PERSON TO CONTACT IN CASE OF EMERGENCY: _____

PHONE #: _____ RELATIONSHIP: _____

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
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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

Have you ever worked or volunteered for a Boys & Girls Club? Yes:____ No: ____

If yes, which Club? _____

Beginning with your present or most recent job, describe your work experience during the past five years, including all non-paid or volunteer work:

➤ EMPLOYER	Address:	Dates From/ To:
_____	_____	_____
Your Job Title:	Supervisor's Name/ Title:	
_____	_____	
Specific Duties: <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time _____	

Reason for leaving:_____		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, current Phone # _____		

➤ EMPLOYER	Address:	Dates From/ To:
_____	_____	_____
Your Job Title:	Supervisor's Name/ Title:	
_____	_____	
Specific Duties: <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time _____	

Reason for leaving: _____		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, current Phone # _____		

➤ EMPLOYER	Address:	Dates From/ To:
_____	_____	_____
Your Job Title:	Supervisor's Name/ Title:	
_____	_____	
Specific Duties: <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time _____	

Reason for leaving: _____		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> 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 PERSONAL REFERENCES

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: _____

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 _____