

EMPLOYMENT APPLICATION



BOYS & GIRLS CLUB
OF DECATUR
859 N. Jasper St.
Decatur, IL 62521
P: (217) 422-9605
F: (217) 422-9133

PERSONAL INFORMATION:

Full Legal Name: _____ Date: _____
Last Middle First

Current Address: _____
Street City Zip

Primary Phone: _____ Secondary Phone _____ Message Phone: _____

Email Address: _____ Age: _____

Previous Addresses
(within the past 7 years): _____
Street City Zip

_____ Street City Zip

_____ Street City Zip

SSN: _____ Date of Birth: _____ Gender M F Ethnicity _____

EDUCATION HISTORY:

High School: _____ Last Year Attended: _____
Name Address City State

College: _____ Last Year Attended: _____
Name Address City State

EMPLOYMENT HISTORY:

Current or Most Recent
Employer Name: _____ May we contact this employer? Yes No

Current Employer Address: _____
Street/PO Box City State Zip

Employment Period: _____ Annual Salary: _____ Supervisor's Name: _____

Responsibilities: _____

Previous Employer Name: _____ May we contact this employer? Yes No

Previous Employer Address: _____
Street/PO Box City State Zip

Employment Period: _____ Annual Salary: _____ Supervisor's Name: _____

Responsibilities: _____

Previous Employer Name: _____

May we contact this employer? Yes No

Previous Employer Address: _____

Street/PO Box

City

State

Zip

Employment Period: _____ Annual Salary: _____ Supervisor's Name: _____

Responsibilities: _____

PERSONAL HEALTH:

What is your current health condition? Excellent Good Fair Poor

Do you have any limitations? Physical Mental Medications

Please explain your limitations: _____

Emergency Contact Name: _____ Phone: _____

POSITION:

In what area are you applying for?

- Education
- Game Room/Recreation
- Sports/Healthy Lifestyle
- Case Management

Available Start Date: _____

Do you have a valid driver's license Yes No License #: _____ State: _____

Have you ever worked or volunteered at a Boys & Girls Club facility? Yes No

If so, where: _____
Facility Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

In what capacity did you work or volunteer? _____

Are you currently affiliated with any organizations: Yes No

List organizations:

Name

Position Held:

REFERENCES:

Have you ever been convicted of a misdemeanor or felony?

Yes

No

If yes, please explain: _____

Please list three (3) personal references, not related to you:

Name

Address

City

State

Zip

Phone

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

STATEMENT OF UNDERSTANDING

I fully understand that any placement of employment that I may receive may be contingent upon my passing a physical examination, including a drug and alcohol screening.

I authorize the Boys & Girls Club of Decatur, Inc. to inquire of any and all persons, other than my present employer (unless I grant permission), whom I have named in this application or others that I might subsequently name, as to my character and ability, and as to statements contained herein. I hereby release from all liability or damage persons named in this application and the Boys & Girls Club of Decatur, Inc. Furthermore, I understand that misrepresentation or omission of facts in this application is cause for its cancellation or for immediate termination of employment in the event I am subsequently placed by the Boys & Girls Club of Decatur, Inc.

I understand and acknowledge that acceptance of this application is not an expressed or implied promise by the Boys & Girls Club of Decatur, Inc.

Signature of Applicant _____

Date _____

Signature of Club Representative _____

Date _____

For Office Use Only:

Application Received By: _____ Date: _____

Application Complete: Yes No Background Check Complete: Yes No Date: _____

Date Interviewed: _____ Orientation Date: _____ Start Date: _____

Application Approved: Yes No Reason for Denial: _____

