

EMPLOYMENT APPLICATION

An Equal Opportunity Employer



NAME (Last) (First) (Middle Initial)	TELEPHONE (With Area Code)				
OTHER NAMES USED:					
PRESENT ADDRESS:					
Are you authorized to work in the United States? If you are a resident alien, please give your alien number or present your resident alien card.					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF ROCHESTER (BGCR)					
RELATIVES EMPLOYED BY BGCR (If any, give dates, position)					
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? (If yes, please explain)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
POSITION APPLIED FOR:					
TITLE OR CATEGORY	SALARY REQUIRED				
DATE AVAILABLE	WILLINGNESS TO TRAVEL (Approx. Percentage)				
EDUCATION					
SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL			<input type="checkbox"/>	<input type="checkbox"/>	
COLLEGE OR UNIVERSITY			<input type="checkbox"/>	<input type="checkbox"/>	
OTHER SCHOOLS (graduate, technical, business, military, etc.)			<input type="checkbox"/>	<input type="checkbox"/>	

Can you perform this job (as detailed verbally or in the job description) with or without a reasonable accommodation?

WORK EXPERIENCE

(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)

COMPANY NAME YOUR TITLE

COMPANY ADDRESS CITY, STATE ZIP

DATE STARTED DATE LEFT STARTING SALARY LAST SALARY

SUPERVISOR'S NAME SUPERVISOR'S TITLE TELEPHONE MAY WE CONTACT EMPLOYER
 Yes No

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)

COMPANY NAME YOUR TITLE

COMPANY ADDRESS CITY, STATE ZIP

DATE STARTED DATE LEFT STARTING SALARY LAST SALARY

SUPERVISOR'S NAME SUPERVISOR'S TITLE TELEPHONE MAY WE CONTACT EMPLOYER
 Yes No

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)

COMPANY NAME YOUR TITLE

COMPANY ADDRESS CITY, STATE ZIP

DATE STARTED DATE LEFT STARTING SALARY LAST SALARY

SUPERVISOR'S NAME SUPERVISOR'S TITLE TELEPHONE MAY WE CONTACT EMPLOYER
 Yes No

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

I authorize Boys & Girls Clubs of Rochester (B&GCR) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and B&GCR from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for my employment history, my academic credentials or qualifications and my suitability for employment with B&GCR. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if B&GCR has not employed me or immediate dismissal if B&GCR has employed me. I also authorize B&GCR to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release B&GCR from any and all liability for its providing this information.

I understand that nothing in this employment application, in B&GCR's policy statements or personnel guidelines, or in my communications with any B&GCR official is intended to create an employment contract between B&GCR and me. I also understand that B&GCR has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that B&GCR retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.