



**BOYS & GIRLS CLUB**  
OF GENEVA



*Geneva Community Center*



**BOYS & GIRLS CLUB**  
OF GENEVA

**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

POSITION APPLIED FOR:	DATE OF APPLICATION:
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HOW DID YOU LEARN ABOUT US?

<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> FRIEND	<input type="checkbox"/> WALK-IN
<input type="checkbox"/> EMPLOYMENT AGENCY	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> OTHER (Specify) _____

LAST NAME:	FIRST NAME	MI	
STREET ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	SOCIAL SECURITY NUMBER	

IF YOU ARE UNDER 18 YEARS OF AGE,  
CAN YOU PROVIDE REQUIRED PROOF OF ELIGIBILITY TO WORK?  YES  NO

HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?  YES  NO  
IF YES, GIVE DATE: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY US BEFORE?  YES  NO  
IF YES, GIVE DATE: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED?  YES  NO

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED  
IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  YES  NO  
(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)

ON WHAT DATE WOULD YOU BE AVAILABLE TO START WORK? \_\_\_\_\_

ARE YOU AVAILABLE TO WORK:  FULL TIME  PART TIME  SHIFT WORK  TEMPORARY

ARE YOU CURRENTLY ON "LAY OFF" STATUS AND SUBJECT TO RECALL?  YES  NO

CAN YOU TRAVEL IF A JOB REQUIRES IT?  YES  NO

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS?  YES  NO  
(CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT)

## APPLICATION FOR EMPLOYMENT CONT.

	ELEMENTARY SCHOOL	HIGH SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE/ PROFESSIONAL
SCHOOL NAME AND LOCATION:				
YEARS COMPLETED	4   5   6   7   8	9   10   11   12	1   2   3   4	1   2   3   4
DIPLOMA OR DEGREE				
DESCRIBE COURSE OF STUDY				
DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES:				
DESCRIBE ANY HONORS YOU HAVE RECEIVED:				
STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION:				

### INDICATE ANY LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

LIST PROFESSIONAL, TRADE, BUSINESS AND/OR CIVIC ACTIVITIES AND/OR OFFICES HELD: (YOU MAY EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, ANCESTRY, HANDICAP OR OTHER PROTECTED STATUS.)	

### REFERENCES:

GIVE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES WHO ARE NOT RELATED TO YOU AND ARE NOT PREVIOUS EMPLOYERS:

NAME	ADDRESS	CITY	ST	PHONE

HAVE YOU EVER HAD ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY?  YES  NO

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

ARE YOU PHYSICALLY OR OTHERWISE UNABLE TO PERFORM THE DUTIES OF THE JOB FOR WHICH YO ARE APPLYING?  YES  NO

## APPLICATION FOR EMPLOYMENT CONT.

### EMPLOYMENT EXPERIENCE:

START WITH YOUR PRESENT OR MOST RECENT JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE SEX, RACE, COLOR, RELIGION, NATIONAL ORIGIN, HANDICAP OR OTHER PROTECTED STATUS.

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS		HOURLY/SALARY RATE		
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS		HOURLY/SALARY RATE		
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

EMPLOYER		DATES EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS		HOURLY/SALARY RATE		
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER

### SPECIAL SKILLS AND QUALIFICATIONS:

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.

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## APPLICATION FOR EMPLOYMENT CONT.

### APPLICANTS STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### FOR PERSONNEL DEPARTMENT USE ONLY

ARRANGE INTERVIEW?    YES    NO

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

REMARKS:

EMPLOYED:    YES    NO

DATE OF EMPLOYMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

PAY RATE: \_\_\_\_\_

DEPT: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
DATE

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS APPLICATION FOR EMPLOYMENT AND EMPLOYMENT DATA RECORD IS SOLD FOR GENERAL USE THROUGHOUT THE UNITED STATES. AMSTERDAM PRINTING AND LITHO CORP. ASSUMES NO RESPONSIBILITY FOR THE USE OF SAID FORM OR ANY QUESTIONS WHICH, WHEN ASKED BY THE EMPLOYER OF THE JOB APPLICANT, MAY VIOLATE STATE AND/OR FEDERAL LAW.