

BOYS & GIRLS CLUBS OF SOUTHWEST COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE: _____

PLEASE PRINT AND COMPLETE ALL ITEMS

| | | | |
|--|----------------|--|--------------------------------|
| Name (Full - Last, First, MI) | | | |
| Position(s) Applied For: | | Are you willing to work: ___ Full Time ___ Part Time ___ Temporary ___ Weekends ___ Evenings ___ Nights | |
| Street Address: | | City | State Zip |
| Home Phone | Business Phone | Social Security No. | |
| If Offered Employment, Can You Prove U.S. Citizenship Or The Legal Right To Work In the United States Yes <input type="checkbox"/> No <input type="checkbox"/> | | | Date Available For Employment? |
| Have you ever been convicted of a crime? (Exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed or other wise discharged and the case was dismissed) | | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, briefly describe the nature of the crime(s), the date and place of convictions(s) and the legal disposition of the case(s): | | | |
| Boys & Girls Clubs of Southwest County will not deny employment to any applicant solely because the person has been convicted of a crime. Boys & Girls Clubs of Southwest County however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for. | | | |

EDUCATION

| High School or GED | Address | City | State | Degree | Subjects Studied | |
|--------------------|---------|------|-------|--------|------------------|-----|
| College/University | Address | City | State | Degree | Major | GPA |
| Business/Technical | Address | City | State | Degree | Major | GPA |
| Other | Address | City | State | Degree | Major | GPA |

SKILLS

| |
|---|
| Please list any skills or interests that you feel might aid you in the position for which you have applied. |
| Please list any professional licenses, certificates or permits. |
| Please list computer, data/word processing, office equipment, skill or training relevant to this position. |

REFERENCES

| Please list the names and addresses of three personal references (not relatives or former employers) | | | |
|--|-----------------|---------------------|-------------|
| Name | Company/Address | Business/Profession | Telephone # |
| | | | |
| | | | |
| | | | |

EMPLOYMENT HISTORY

*Please give accurate, complete full-time and part-time employment history, including military experience.
Start with your most recent employer and then work backwards*

| | | | |
|---------------------------------|--------------------|------------------------------------|---------------------------------|
| Present or Last Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address: | | City | State Zip |
| Duties: | | Reason for Leaving: | |
| Starting Salary | Name of Supervisor | Telephone Number (incl. Area code) | May we contact your supervisor? |
| Final Salary | | | |

| | | | |
|-------------------------------|--------------------|------------------------------------|----------------|
| Next Previous Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address: | | City | State Zip |
| Duties: | | Reason for Leaving: | |
| Starting Salary | Name of Supervisor | Telephone Number (incl. Area code) | |
| Final Salary | | | |

| | | | |
|-------------------------------|--------------------|------------------------------------|----------------|
| Next Previous Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address: | | City | State Zip |
| Duties: | | Reason for Leaving: | |
| Starting Salary | Name of Supervisor | Telephone Number (incl. Area code) | |
| Final Salary | | | |

| | | | |
|-------------------------------|--------------------|------------------------------------|----------------|
| Next Previous Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address: | | City | State Zip |
| Duties: | | Reason for Leaving: | |
| Starting Salary | Name of Supervisor | Telephone Number (incl. Area code) | |
| Final Salary | | | |

GENERAL

Additional Space for additional information (if needed):

READ CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and any other pertinent information they may have, personal or otherwise, and releases all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of the B&GCSWC. I understand that my employment and compensation can be terminated, with or, without causes, and with or without notice, at any time, at the option of either the B&GCSWC or myself. I understand that no B&GCSWC representative other than the Executive Director has the authority to enter into any agreement to employ me for any specified period of time, or to make any agreement contrary to the foregoing. Except as specifically set forth herein, no other representations have been made to me.

DATE _____ **SIGNATURE OF APPLICANT** _____