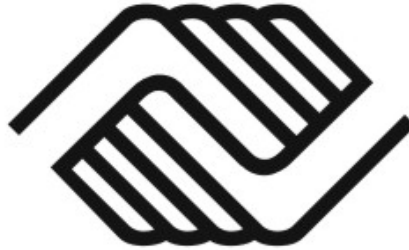


EMPLOYMENT APPLICATION FORM

NAME _____
LAST FIRST M.I.

DATE _____

The Positive Place For Kids



BOYS & GIRLS CLUBS
OF METROWEST

EMPLOYMENT APPLICATION
Equal Opportunity Employer

Main Office: 169 Pleasant Street, Marlborough, MA 01752
Phone: (508) 485-4912 Fax: (508) 229-7818

EMPLOYMENT APPLICATION FORM

GENERAL

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED				
PRESENT ADDRESS				
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST 18 YEARS OF AGE?		IF NOT, DO YOU HAVE A WORK PERMIT?
<input type="checkbox"/> YES		<input type="checkbox"/> YES		<input type="checkbox"/> YES
<input type="checkbox"/> NO		<input type="checkbox"/> NO		<input type="checkbox"/> NO
HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUBS OF METROWEST (BGCMW)?				
PREVIOUS EMPLOYMENT WITH BGCA (If any, give dates, position, location)				
RELATIVES EMPLOYED BY BGCA (If any, give dates, positions)				
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):				
<input type="checkbox"/> YES _____				
<input type="checkbox"/> NO				
<i>Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.</i>				

POSITION APPLIED FOR

TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

EMPLOYMENT APPLICATION FORM

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 (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

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

_____ Yes _____ No

EMPLOYMENT APPLICATION FORM

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that the Boys & Girls Clubs of MetroWest (BGC MW) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGC MW’s review of this application and my candidacy for employment, I release BGC MW and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGC MW can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

Signature

Date

JOB APPLICANT AGREEMENT

I understand that the Boys & Girls Clubs of MetroWest (BGC MW) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGC MW. The use of this application blank does not indicate there are positions open and does not in any way obligate BGC MW.

I also authorize BGC MW 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 BGC MW from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGC MW. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGC MW has a similar right. I understand my employment by BGC MW does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGC MW. I also understand that BGC MW 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 no one other than the President of BGC MW has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGC MW’s ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGC MW will attempt to verify statements made on my application and made during my employment interview.

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.