



New Applicant / Information Sheet

Please fill in the following blanks to the best of your ability. This information, along with your resume, will allow us to better evaluate your employment potential with the Boys & Girls Club of Massillon. When finished, please complete the employee Background Check form.

References (3)

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Salary Requirements

\$ _____ / Year or \$ _____ / Hour

Availability to Start Full-Time Employment

Availability (Part Time)

	From:	To:
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____



Background Check Authorization

For identification information of the prospective Boys & Girls Club of Massillon volunteer/staff for Background Check Process.

Name: _____
LAST FIRST MIDDLE

Address: _____

City: _____ State: _____ Zip Code _____

Phone Number: _____ Email: _____

Date of Birth: _____ Place of Birth (City, State): _____

Driver's License #: _____ Social Security #: _____

Position applying for: _____ Employment _____ Program Volunteer _____ Coaching
_____ Other (please specify) _____

Authority To Release Personal Information:

I, _____ having applied to volunteer/work for the Boys & Girls Club of Massillon, do hereby authorize any representative of that agency to investigate any and all facts concerning my qualifications for the position for which I have applied. I also authorize the Boys & Girls Club of Massillon to order background reports. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Signature: _____ Date: _____

Witness: _____ Date: _____

Copy of driver's license needed. If non-driver, other government issued ID is acceptable

GREAT FUTURES START HERE.



Application for Employment

Date: _____

Personal Information

Name: _____

Address: _____

City, State, Zip _____

Home Phone: _____ Cell Phone: _____

Are you 18 years or older? ☐ Yes ☐ No Social Sec. # _____

Desired Employment

Position: _____

Date you can start: _____ Salary Desired: _____

Are you employed now? ☐ Yes ☐ No If so, may we inquire of your present employer? ☐ Yes ☐ No

Reason for leaving: _____

Ever applied to the Boys & Girls Club of Massillon before? ☐ Yes ☐ No If yes, when? _____

Ever worked for the Boys & Girls Club of Massillon before? ☐ Yes ☐ No If yes, when? _____

Who referred you? ☐ Employment Agency ☐ College Placement Service ☐ Walk In

☐ Newspaper Ad ☐ Other _____

Education

School Level	Name & Location of School	No. of Years Attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

General

Subjects of special study or research work _____

Special training _____

Special skills _____

GREAT FUTURES START HERE.



Employment History (Start with your current or most recent employer)

Company _____
Address _____
Position Held _____
Period Employed Beginning Date _____ Ending Date _____

Company _____
Address _____
Position Held _____
Period Employed Beginning Date _____ Ending Date _____

Company _____
Address _____
Position Held _____
Period Employed Beginning Date _____ Ending Date _____

Company _____
Address _____
Position Held _____
Period Employed Beginning Date _____ Ending Date _____