



BOYS AND GIRLS CLUB OF GREATER SALEM APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ☐ Yes ☐ No (Proof of identity and eligibility will be required upon employment)

Are you at least 18 years or older? ☐ Yes ☐ No If no, do you have a work permit? ☐ Yes ☐ No

Have you ever worked for Boys and Girls Club of Greater Salem before? ☐ Yes

☐ No

If yes, When? (Give dates) _____ Job Title(s): _____

Do you have any relatives or friends who work for the Club? ☐ Yes ☐ No If yes, who? _____

EMPLOYMENT DESIRED

Position Desired: _____ Salary Requirements _____

Date you can start _____

Days and Hours Available:

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

REFERRAL SOURCE

How did you hear about the Club? ☐ Club Web Site ☐ Other Web Site (please specify) _____

Referral (who _____ Other (please specify) _____

Do you know anyone who works for the Club? ☐ Yes ☐ No If yes, who? _____

EDUCATION

Education	Name And Location of School	Did You Graduate?	Degree Received	Subjects Studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Start with most current employee first. Do not include detail duties and responsibilities if they are described in an attached resume. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
If currently employed, may we inquire of your present employer? ___Yes ___No			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If yes, please provide company names and details _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____



REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Club to hire me. If I am hired, I understand that either the Club or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Club has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Club true and complete information on this application. No requested information has been concealed. I authorize the Club to contact references and prior employers provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

The Boys and Girls Club of Greater Salem (The Club) is an equal opportunity employer. The Club does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.