



**PERSONAL INFORMATION (Please fill in every box)**

Name (Last, First, Middle)	Best Contact Phone Number
Present Address (No., Street)	Email Address
City, State and Zip Code	
If hired, will you be able to provide proof that you have a legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If related to anyone in our employ, state name and department?	
Referred by:	
In case of emergency notify (Name, Address, Phone)	

**EMPLOYMENT DESIRED**

Position(s) for which you are applying:	Date Available for Work	Compensation Desired
Are you currently employed?	May we inquire of your present employer?	
Have you ever applied to this organization before?	When?	Where?

**EDUCATION**

School	Location	Dates Attended	Did You Graduate?	Major/Degree/Diploma
High School				
College				
Trade or Vocational				

Subjects of special study or interest:

Are you fluent in any foreign languages?

Hobbies or special interests that may relate to position applied for?

**REFERENCES**

Name	Occupation	Best Contact Number and Email	Years Known

**EMPLOYMENT HISTORY**

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

If now employed, does your present employer know that you are leaving? \_\_\_\_\_ May we contact? Yes  No

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

May we contact? Yes  No

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

May we contact? Yes  No

Have you been convicted of, pled guilty to, and/or pled nolo contendere to a crime (felony or misdemeanor, including but not limited to theft, fraud, drug and/or alcohol-related offenses, assault, sex related or child abuse related offenses, etc.)? Yes  No  If yes, please explain (State, date, court, type of crime, place of occurrence, disposition):

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.

In the processing of your employment application, an investigative report whereby information is obtained from former employers and references will be conducted. Permission is hereby granted to any school, person, firm or corporation, whether my former employer or otherwise, to give Boys & Girls Clubs of Arlington, Inc. any relevant information that may be required to arrive at an employment decision and I hereby release Boys & Girls Clubs of Arlington, Inc., its officers, employees, representatives, or agents, from any and all liability and/or damage incurred by myself in obtaining such information.

Boys & Girls Clubs of Arlington, Inc. reserves the right to use any legal method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any applicant has engaged in any conduct that would prohibit employment.

I certify that I completed this application and that I understand that if hired, my continued employment is predicated upon the truthfulness and accuracy of the statements contained herein. If hired, I agree to conform to the rules and regulations of Boys & Girls Clubs of Arlington, Inc. as issued in the Employee and Operations Manual, and any further changes thereof. I understand this application will remain active for 90 days and if I have not been hired by that date, I must renew my application to be considered for future employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Hired \_\_\_\_\_ Position \_\_\_\_\_ Start Date \_\_\_\_\_ Salary \_\_\_\_\_

