



Location You are interested in:

- Sandra M. Prescott Clubhouse
- Chelsea Clubhouse
- Palermo Clubhouse
- Windsor CLC Site

# EMPLOYMENT APPLICATION

*Equal Opportunity Employer*

## General Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Int.: \_\_\_\_\_

Other Names used: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Are you authorized to work in the US? YES NO

Are you at least 18 years of age? YES NO If No, are you required to have a work permit? YES NO

How were you referred to the Boys & Girls Clubs of Kennebec Valley? \_\_\_\_\_

Have you been employed by BGCKV before? YES NO

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

Relative Employed by BGCKV: Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Have you been convicted of, plead guilty to, and/or pled nolo contendere 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 or occurrence, disposition):

- No
- Yes: \_\_\_\_\_

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.

## Position

Title or Category: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Willingness to travel: YES NO

## Education

	Name & Location	Major/Degree	Graduated?
High School			
College or University			
Graduate			
Military			

**Work Experience** (Start with current or last place of employment. Details of duties and responsibilities do not need to be described if they are listed in resume)

Company's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company's address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact employer? YES NO

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of duties & responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company's address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact employer? YES NO

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of duties & responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company's address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact employer? YES NO

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of duties & responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Can you perform this job with or without reasonable accommodations? YES NO If yes, what accommodations are needed? \_\_\_\_\_

\_\_\_\_\_

## References

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

## Authorization to Release Employment Reference Information

I understand that the Boys & Girls Clubs of Kennebec Valley (BGCKV) 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 BGCKV's and all former employers from any liability as a result of the furnishing and receiving of this 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.

(Place your initials in the appropriate space to indicate and document your consent.) \_\_\_\_\_ YES \_\_\_\_\_ NO

## Job Applicant Agreement

I understand that BGCKV 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 statement on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCKV. The use of this application block does not indicate there are positions open and does not in any way obligate BGCKV.

In consideration of my potential employment, I agree to conform to the rules of BGCKV. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCKV has a similar right. I understand my employment by BGCKV 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 BGCKV. I also understand that BGCKV 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 CEO of BGCKV has the 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 BGCKV's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand the BGCKV 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.