



Application for Employment

INSTRUCTIONS Please Read Carefully:

1. A separate cover letter must be completed and submitted for each position you would like to be considered for.
2. Applications must be received or delivered by 5:00 pm on or before the deadline date. Applications that are unsigned, incomplete or received after the deadline date will not be considered.
3. The Boys & Girls Clubs of the Northwoods is not obligated to return resumes, transcripts, letters of references and other information submitted with the application.

Persons hired by the Boys & Girls Clubs of the Northwoods are required to present proof of identification and legal eligibility to work in the United States prior to beginning work. Only persons authorized to work in the United States will be hired for employment.

Please Type or Print Clearly in Ink

Name: _____ Date: _____
 _____ SSN: _____
 Last First M.I.

Current Address: _____
 Number Street City State Zip Code

Residence/Cell Phone: _____ Business Phone: _____

Email: _____

Position(s) applying for: _____

How did you hear about this position(s)? (Please be specific, by giving name of newspaper, website, etc.) _____

In compliance with Federal and State Equal Opportunity Laws, qualified applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, age, marital or veteran status, sexual orientation, or the presence of a non-job related medical condition or disability. The Americans with Disabilities Act requires employers to provide reasonable accommodations for known physical or mental disabilities of applicants.

EDUCATION

School	Name and Location	Major	Graduated	Degree
--------	-------------------	-------	-----------	--------

High School: _____

Undergraduate: _____

Graduate: _____

Business/Trade/Technical: _____

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, volunteer and summer work. Be sure to indicate whether employment was full-time or part-time and, if part-time, indicate percent of part-time. Incomplete information may result in the disqualification of your application. Use supplemental sheets if necessary.

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

We may contact the employers listed above, unless you indicate below those you do not wish us to contact.

Employer: _____ Reason: _____

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

Employer: _____ Phone: _____

Address: _____
Number Street City State Zip Code

Position(s): _____

Supervisor: _____ Supervisor Email/Phone: _____
Name & Title

Dates Employed: From _____ To _____ Full-time or Part-time _____ % time
Mo/Yr Mo/Yr Circle One

Reason for Leaving: _____

Description of primary responsibilities: _____

We may contact the employers listed above, unless you indicate below those you do not wish us to contact.

Employer: _____ **Reason:** _____

GENERAL INFORMATION

Type of employment sought: Permanent Full-time Part-time Summer

Employment Availability: (Specify only one of the following)

Beginning: _____ Upon: _____ weeks' notice to current employer
Mo/Yr

If you are hired, can you provide proof that you are eligible for employment in the United States? Yes No

Have you previously worked for a Boys & Girls Club in the United States? Yes No

If yes, list the location, position and dates of employment.

Have you worked under any other name? Yes No
(Required for verifying education, employment records and references)

If yes, please provide the name:

Are you related by blood or marriage to any person currently employed by the Boys & Girls Club of Langlade county?

Yes No If yes, please provide name, relationship to you and the division/unit where employed:

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No

If yes, describe in full, including the date, city, state and disposition of the conviction. (Inclusion of this information will not automatically disqualify an applicant from employment consideration. The type, seriousness, frequency of violations, age at time and date of conviction, work history and education will all be taken into consideration.)

SKILLS

Check the following skills and experiences which you possess:

_____ Word processing (specify packages) _____

_____ Spreadsheets (specify packages) _____

_____ Databases (specify packages) _____

_____ Email _____ Internet _____ Website Design _____ Sign language _____ Braille

_____ Computer Programming (specify language) _____

List professional or business activities related to your ability to perform the job for which you are applying:

ADDITIONAL QUALIFICATIONS

Please list any additional knowledge, training, skills and qualifications such as fluency in a foreign language, public speaking, etc.

List memberships in professional, honorary or technical associations and organizations.

List any publications, honors or awards that would be of assistance in considering your application for employment.

REFERENCES

Name	Years Known	Organization Position
Home/Business Address		Home/Business Phone

Name	Years Known	Organization Position
Home/Business Address		Home/Business Phone

Name	Years Known	Organization Position
Home/Business Address		Home/Business Phone

CERTIFICATION

I certify, to the best of my knowledge and belief, that the responses given above are true and complete. In addition, I hereby authorize my current and former employers (including U.S. Government and U.S. Military), personal references, registration and licensing boards and educational institutions listed on my application for employment to provide the Boys & Girls Clubs of the Northwoods with any job-related references or information requested. The Boys & Girls Clubs of the Northwoods is authorized to conduct a police and court investigation of my background if relevant to the job for which I am applying. I understand that any misrepresentation or omission of material fact on this application may result in my disqualification or dismissal. I understand that acceptance of an offer of employment does not create an obligation of the employer for continual employment.

Signature _____ Date: _____

In some cases, the names of agencies that provided background information about an applicant may be provided upon request.

Please return completed application to:

Send this completed form and all other application materials to the address indicated in the position announcement.