



BOYS & GIRLS CLUB
OF OAK RIDGE

Employment Application

The Boys and Girls Club of Oak Ridge is part of a nationwide and local effort “to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.”

General Information

Full Name (first, middle, last): _____

Address: _____
Street and/or Apt. #

Phone (home): (____) _____

City, State, Zip

(cell): (____) _____

Email Address: _____

Application Date: _____

Position Applying For: _____

Full or Part Time: _____

Date Available: _____

Desired Salary: _____

Days/Times Available:

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Times					

US Citizen (circle one): Y N Driver's License (circle one): Y N Lic#: _____
State: _____

Referred by: _____

Military Service (circle one): Y N Branch: _____ To/From: _____

Discharge (circle one): Voluntary Involuntary
If Involuntary, please explain: _____

Have you ever been terminated involuntarily from a position or suspended from an educational institution? If yes, please explain. _____

Have you been convicted of a crime in the past 10 years? If yes, please explain: _____

Have you ever worked for any other Boys & Girls Clubs? If yes, where (city/state): _____

Education

High School Name	Location	From/To	Diploma/Degree?

College	Location	From/To	Diploma/Degree?

Technical School	Location	From/To	Certificate?

Other	Location	From/To	

Professional Societies, Associations, Awards, etc.: _____

Work Experience

Please list most recent employer first. Do not detail duties and responsibilities if you are attaching a resume to this application. Please use additional page if necessary. Only list 3 most recent jobs.

Company Name	Your Title		
Company Address	Phone Number		
Start Date	End Date	Beginning Salary	Ending Salary
Supervisor's Name/Title	Contact Phone #		
May we contact?	Reason for leaving		

Company Name		Your Title	
Company Address		Phone Number	
		()	
Start Date	End Date	Beginning Salary	Ending Salary
Supervisor's Name/Title		Contact Phone #	
May we contact?		Reason for leaving	

Company Name		Your Title	
Company Address		Phone Number	
		()	
Start Date	End Date	Beginning Salary	Ending Salary
Supervisor's Name/Title		Contact Phone #	
May we contact?		Reason for leaving	

Additional Skills, Interests, Training: _____

If hired, what special areas or assignments would you prefer? _____

Volunteer Experience

Agency	Address	Phone Number
		()
Supervisor	May we contact?	How long (to/from)
Responsibilities: _____		

Agency	Address	Phone Number
		()
Supervisor	May we contact?	How long (to/from)
Responsibilities: _____		

References

Please list one Professional Reference and one Personal Reference we may contact to attest to your character, work ethic, dependability, etc. Please do not list any relatives.

Name	Contact #	Contact email	Years Known

I certify that all the answers given on this application and any attached documents submitted are true and I have not withheld or omitted any pertinent information. I also understand that I will be required to satisfactorily pass a background check as well as a drug screening to be considered for employment.

I understand that any omissions, misrepresentations or false information submitted in connection with this application may result in refusal of or dismissal from employment.

Signature

Date

OFFICE USE ONLY

Ref #1 Contacted: _____ By: _____

Ref #2 Contacted: _____ By: _____

Drug Screening: _____ PASS / FAIL.

Background Check: _____ PASS / FAIL