



BOYS & GIRLS CLUB
OF BENTON COUNTY

EMPLOYMENT APPLICATION

The Boys and Girls Club of Benton County is an Equal Opportunity, Affirmative Action Employer. We consider applicants for positions without regard to race, ethnicity, color, creed, sexual orientation, disability, marital or veteran status, or any other legally protected status.

NOTE TO APPLICANT: DO NOT COMPLETE THIS APPLICATION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing the activities involved in the job or occupation with or without a reasonable accommodation? I acknowledge that a review of such job activities has been given.

Applicant Name _____ Date _____
LAST FIRST MIDDLE INITIAL

Address _____
STREET CITY STATE ZIP

Contact _____
HOME PHONE CELL EMAIL

Position(s) Applying For: _____

Availability (check all that apply) Full-Time Part-Time As Needed Temporary

If you check "Temporary" or "As Needed" above, please indicate the days of the week and hours of the day you are available: Monday Tuesday Wednesday Thursday Friday Saturday

From: _____ to _____ or _____ to _____ or _____ to _____

Are you on "lay-off" status and subject to recall? YES NO Are you able to travel? YES NO

Enter the first date you will be available for work ____/____/____
MM DD YYYY

Have you ever worked for the Boys and Girls club of Benton County? YES NO

If yes, please provide the dates: From ____/____ to ____/____
MM YYYY MM YYYY

Have you ever submitted an application with the Boys and Girls club of Benton County? YES NO

If yes, please provide the dates: From ____/____ to ____/____
MM YYYY MM YYYY

Do you have friends or relatives that work at the Boys and Girls club of Benton County? YES NO

If yes please provide their relationship and name _____
RELATIONSHIP NAME

Are you currently employed? YES NO

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status?
 YES NO (Proof of citizenship or immigration status will be required upon offering employment)

Please list your length of experience (in years) and skill-level in the skill areas listed below:

Word Processing- length	_____	_____	<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH	WPM				
Spreadsheet-	_____		<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH					
10-Key Calculator	_____		<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH					
Data Entry	_____		<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH					
Database Design	_____	_____	<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH	PROGRAM				
Website Design	_____	_____	<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH	PROGRAM				
Graphic Design	_____	_____	<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LENGTH	PROGRAM				
Other _____	_____	_____	<input type="checkbox"/> N/A	<input type="checkbox"/> Novice	<input type="checkbox"/> functional	<input type="checkbox"/> expert
	LIST	LENGTH				

Describe any specialized training, apprenticeship, or extra-curricular activity that has led to a skill:

Have you served in the U.S. Military? YES NO If YES, _____
BRANCH OF MILITARY TERM OF SERVICES

AND please describe your duties and job-related training received in the U.S. Military that has led to a skill:

Please summarize any job-related skills or qualifications you have acquired from your employment experience:

List professional, trade, business, or civic activities and offices held. (Please exclude any protected status information)

The best time to contact you is: _____ AM PM by Home Phone Cell Phone Email

Can you provide proof of citizenship or authorization to work in the U.S. upon employment? YES NO

If you are under 18 years of age, can you provide required proof of eligibility to work? N/A YES NO

Have you ever been convicted of a felony? YES NO If yes, please explain below:

EMPLOYMENT EXPERIENCE

Starting with the **current or most recent employer**, please give an complete full-time, part-time, and temporary employment history and **any other relevant work experience**. Explain any gaps in employment history in the "Job Description" section. Volunteer experience may be listed when applicable. If you have a resume or vita, please provide a copy to Human Resources - but you are still required to fill out this section.

MOST RECENT EMPLOYER SUPERVISOR'S NAME TELEPHONE

MAILING ADDRESS – STREET OR PO BOX CITY STATE ZIP

Beginning Job Title: _____ Ending Job Title: _____

Date Started: ___/___/___ Date Ended: ___/___/___ N/A Full-Time Part-time

Please provide a description of the job duties and any lapses in employment below:

Your reason for leaving? _____

NEXT MOST RECENT EMPLOYER SUPERVISOR'S NAME TELEPHONE

MAILING ADDRESS – STREET OR PO BOX CITY STATE ZIP

Beginning Job Title: _____ Ending Job Title: _____

Date Started: ___/___/___ Date Ended: ___/___/___ N/A Full-Time Part-time

Please provide a description of the job duties and any lapses in employment below:

Your reason for leaving? _____

NEXT MOST RECENT EMPLOYER SUPERVISOR'S NAME TELEPHONE

MAILING ADDRESS – STREET OR PO BOX CITY STATE ZIP

Beginning Job Title: _____ Ending Job Title: _____

Date Started: ___/___/___ Date Ended: ___/___/___ N/A Full-Time Part-time

Please provide a description of the job duties and any lapses in employment below:

Your reason for leaving? _____

(PLEASE ASK FOR SUPPLEMENTAL SHEET IF YOU NEED MORE EMPLOYMENT HISTORY SPACE)

EDUCATION

Do you have a high school diploma or GED? YES NO

Please list school or institution name and city: _____

Please select the highest level(s) completed:

TECHNICAL SCHOOL COLLEGE POST GRADUATE
1 2 3 4 1 2 3 4 1 2 3 4

Degree(s) received and list institution(s) _____

If you didn't receive a degree, please explain the circumstances and tell us your major concentration of study:

May we contact your current and or previous employer? YES NO YES but please do not contact:

Have you been employed under any other name other than listed here? YES NO If YES, list below:

I certify the information herein is true and complete.

I authorize the investigation of all answers and statements made by me and contained in this application as may be necessary to make an employment decision.

This application for employment shall remain active for a period not to exceed 45 days. An applicant that desires to be considered for employment beyond the 45 day active period should inquire of any position openings and if application are being accepted.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Boys and Girls Club of Benton County is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct, unless such change is specifically acknowledged in writing by an authorized executive of the Boys and Girls Club of Benton County, Inc.

In the event of employment I understand that any false or misleading information contained in my application or provided in interview(s) may result in termination from employment. I also understand that I am bound to abide by all rules and regulation of the Boys and Girls Club of Benton County, Inc.

By signing below I am providing consent to any and all of my prior or current employers to provide information concerning my employment to an agent of the Boys and Girls Club of Benton County, Inc.

Applicant's Signature _____ Date _____

Personal / Professional References (Do Not include family members or past supervisors)

Name	Contact #	Best Time to Call	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____