

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF THE CEDAR VALLEY



515 Lime St
Waterloo, IA 50703
Bus. 319-234-2839
Fax. 319-235-5656

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the club.

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Best time to contact you? _____ AM/PM Divers License No. and State: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Type of employment desired? Full- Time Part- Time Internship Work study Other _____

Are you willing to relocate? YES NO Will you travel if job requires it? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you under 18 years of age? YES NO Are you at least 21 years of age? YES NO

Are you able to meet the attendance requirement of this position? YES NO Will you work overtime if required? YES NO

Have you ever been bonded? YES NO Are you on lay-off or subject to recall? YES NO

Have you ever been charged with any sex crimes involving children? (ie sexual and/or physical abuse, lascivious acts with children) YES NO

Have you ever worked for this organization? YES NO If yes, when/where? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

List any skills, qualifications, accomplishments or personal characteristics that may help qualify you as being able to perform job related functions for the position which you are applying. _____

Education

School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I give the employer the right to investigate all references and to secure additional information about me if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

This application is valid for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature: _____

Date: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize Boys & Girls Clubs of the Cedar Valley and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualification for employment now and, if applicable, during the tenure of my employment with the Boys & Girls Club

I release Boys & Girls Clubs of the Cedar Valley and its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the about referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (printed)

Maiden Name or Other Names Used

Present Address

How Long?

City/ State/ Zip Code

*Date of Birth

Social Security #

Drivers License #

State of License

Signature

Date

*NOTE: The above information is required for identification purpose only, and is in no manner used as qualifications for employment. Boys & Girls Clubs of the Cedar Valley is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap, or National Origin.