



BOYS & GIRLS CLUBS
OF HUDSON COUNTY

EMPLOYMENT APPLICATION

Robert T. Williams Unit
225 Morris Blvd
Jersey City, NJ 07302

Edward A. Dalton Unit
123 Jefferson Street
Hoboken, NJ 07030

The Boys & Girls Club has been part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth served, the Boys & Girls Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies and police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances.

After employment, a statement of good health will be required from a physician.

POSITION APPLIED FOR

Category: Paid Full-time _____	Salary Required _____
Paid Part-time _____	Date Available _____
Or Volunteer _____	Willing to Travel? _____
	(Approx. Percentage)

GENERAL

Name: _____ Telephone: _____

All other names by which known at any time: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Previous Addresses (past 10 years), and name at which known at such Address(es), if different from above.

1. _____ Years at Address _____
2. _____ Years at Address _____
3. _____ Years at Address _____
4. _____ Years at Address _____

Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? Yes ___ No ___ if yes, explain circumstances _____

U.S. Citizen? Yes _____ No _____ Visa Type, If not U.S. Citizen? _____

How or by whom referred to the Boys & Girls Club? _____

Have you ever been bonded? Yes _____ No _____ If yes, with what employer(s) _____

Military Service: from _____ to _____ Which branch? _____

Discharge was voluntary _____ or involuntary _____

Describe the circumstances if discharge was involuntary _____

EDUCATION					
School	Name and Location	Major	From ... To...	Graduate Yes or No	Degree
High School					
College or University					
Other					
Technical School					
Colleges					
Military Schools					
Schools Etc.					

If you did not graduate from any school you attended, state why: _____

Professional Societies, Associations, Awards, Publications: _____

Have you ever been convicted of a crime(s) in the past ten years? Yes _____ No _____. If yes, describe in full as to convictions. _____

Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children? Yes _____ No _____. If yes, describe in full _____

Do you have a valid driver's license? Yes _____ No _____. If yes, from which state(s) _____

Show Present or last employer first and work back. Do not detail duties and responsibilities if described in attached resume. List all employers fro this period Use additional pages if needed.

WORK HISTORY

Company Name			Your Title	
Company Address		City	State	Zip
Date Started	Date Left	Starting Salary		Last Salary
Supervisor's Name	Supervisor's Title	Telephone	May we contact employer?	
Description of Duties and Responsibilities:				
Reason for Leaving:				
Company Name			Your Title	
Company Address		City	State	Zip
Date Started	Date Left	Starting Salary		Last Salary
Supervisor's Name	Supervisor's Title	Telephone	May we contact employer?	
Description of Duties and Responsibilities:				
Reason for Leaving:				
Company Name			Your Title	
Company Address		City	State	Zip
Date Started	Date Left	Starting Salary		Last Salary
Supervisor's Name	Supervisor's Title	Telephone	May we contact employer?	
Description of Duties and Responsibilities:				
Reason for Leaving:				

If more spaces is needed, please use a blank sheet of paper.

VOLUNTEER EXPERIENCE (PAST 10 YEARS)

Agency		Telephone	
Address	City	State	Zip
Supervisor	May we contact?	How long there?	
Duties:			
Agency		Telephone	
Address	City	State	Zip
Supervisor	May we contact?	How long there?	
Duties:			

Skills and Interests:

If accepted, what kind of assignment would you prefer?

CLERICAL APPLICANTS

Type Words/Minute Dictation Words/Minute
 Yes ____ No ____ Yes ____ No ____

Office machines you can operate: _____

I certify that all the answers given by me to all of the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information.

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

I hereby agree that I in the course of considering my application, you make inquiry to ascertain information concerning my background and I understand that, upon written request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

SOCIAL SECURITY NO.: _____

SIGNATURE: _____

DATE: _____