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BOYS & GIRLS CLUBS OF BUFFALO, INC. EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

POSITION(S) APPLIED FOR		APPLICATION DATE	
LAST NAME		FIRST NAME	MIDDLE INITIAL
ADDRESS		CITY	STATE ZIP
TELEPHONE:		EMAIL:	CELL:
DATE AVAILABLE FOR WORK		EMPLOYMENT TYPE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL	
Were you previously employed by this organization? <input type="checkbox"/> Yes, Date(s)		Department/ <input type="checkbox"/> No	
List any relatives or friends working for this organization:		NAME	RELATIONSHIP
_____		_____	_____
_____		_____	_____
WORK EXPERIENCE – LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT			
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES	REASON FOR LEAVING
		per	
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES	REASON FOR LEAVING
		per	
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES	REASON FOR LEAVING
		per	
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES	REASON FOR LEAVING
		per	
May we contact the above employers? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", indicate which one(s) you do not wish us to contact.			
Have you served an apprenticeship? <input type="checkbox"/> No <input type="checkbox"/> Yes		TYPE OF TRADE	DATES
If Yes where?			
SPECIAL SKILLS AND QUALIFICATIONS – MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED.			

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Empty header section for name and contact information.

EDUCATION

Table with columns: NAME, ADDRESS, YEARS COMPLETED, DID YOU GRADUATE?, COURSE OF STUDY. Rows for HIGH SCHOOL, COLLEGE, OTHER.

MISCELLANEOUS INFORMATION

(Please be advised, that any offenses greater than 7 years are subject to a safety assessment by Child Care Resource Network)
Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by court? (A conviction record will not necessarily be a bar to employment.) [] Yes [] No
If "Yes" please explain and describe in full detail:

Can you with or without reasonable accommodations perform the essential functions of this job? [] Yes [] No. If you have any questions about the functions of the job please ask the interview before answering this question.

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means? [] Yes [] No
If you are under 18, are you able to furnish a work permit? [] Yes [] No
Are you able to perform the job(s) for which you are applying? [] Yes [] No

APPLICANT'S CERTIFICATION - Please read carefully before signing.

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment. I authorize the Boys & Girls Clubs of Buffalo, Inc., as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character and ability. I further acknowledge and agree that no manager or representative of the Boys & Girls Clubs of Buffalo, Inc. has any authority to enter into any employment agreement, I understand and agree that, if I am employed, I will be an at-will employee and the Boys & Girls Clubs of Buffalo, Inc. may terminate my employment at any time and for any or no reason without prior notice.

APPLICANT'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW - FOR COMPANY USE ONLY

Interviewed [] No [] Yes Acceptable for Employment? [] Yes [] No
LOCATION: _____
DATE _____ TIME _____

Please drop off, fax or mail completed application to:
Boys & Girls Clubs of Buffalo
Human Resources Administrator
282 Babcock Street
Buffalo, NY 14210
Telephone: (716) 825-1016
Fax: (716) 825-0243



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Applicant's name: _____

EMPLOYMENT REFERENCES

Please provide names of three (3) persons that you were employed by (not co-workers):

NAME	ADDRESS	TELEPHONE
1. _____	_____	Home: _____
	_____	Work: _____
2. _____	_____	Home: _____
	_____	Work: _____
3. _____	_____	Home: _____
	_____	Work: _____

PERSONAL REFERENCES

Please provide names of three (3) persons not related to you:

NAME	ADDRESS	TELEPHONE
1. _____	_____	Home: _____
	_____	Work: _____
2. _____	_____	Home: _____
	_____	Work: _____
3. _____	_____	Home: _____
	_____	Work: _____