

Boys & Girls Clubs of Schenectady, New York**Application for Employment**

P. O. Box 466 Schenectady, New York 12301 518-374-4714

WE ARE AN EQUAL OPPORTUNITY EMPLOYER**1/2023**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print all Information)

Position Applied for	Date of Application
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How did you learn about us? Advertisement Friend Walk-in
 Employment Agency Relative Other

Last name First name Middle

Other name(s) used

Present *number* *street* *City* *State* *ZIP* *length of time*
 Address

Former *number* *street* *City* *State* *ZIP* *length of time*
 address

Phone(s)

Email Address

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If yes, date _____ Yes No

Have you ever been employed with us before? Yes No
 Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? Yes No

On what date would you be available for work? _____

Check availability to work: Full Time Part Time Temporary Nights

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain. _____

Do you have any previous association with any other Boys & Girls Clubs? Yes No

If yes, which BGC organization? _____

Please write in times you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday

Education and Training

	Name and address of school	Course of study	Year Completed	Degree
High School				
Undergraduate				
Graduate / Professional				
Other				

Indicate foreign languages you speak, read or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeships, skills and extra-curricular activities or any job-related training received in the military.

List professional, trade, business or civic activities and leadership positions that you have held. *You may exclude any membership that would indicate gender, race, religion, national origin, ancestry, disability or other protected status*

Please list all of your volunteer activities and work. Please include those things that benefited others. List those things that provided direct benefit to you, last.

Employment Experience

Begin with your most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, sexual orientation or other protected status.

Employer Name	Dates Employed	From	To
Address			
Phone	List major duties and assignments below		
Job Title			
Supervisor			
Reason for leaving			

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Address			
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IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER

Additional Information

Please give any additional information that will be helpful to us in considering your application

Do NOT answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing, in a reasonable manner, the activities involved in the job for which you have applied? A description of the activities involved in the job is attached. Yes _____ No _____

References Please list name, phone and relationship of 4 references that are **NOT** relatives or friends.

1. Name	Phone
Relationship	

2. Name	Phone
Relationship	

3. Name	Phone
Relationship	

4. Name	Phone
Relationship	

Applicant's statement – Please Take the time to read it completely.

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 by conduct unless an authorized executive of this organization specifically acknowledges such a change in writing.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I release the Boys & Girls Clubs of Schenectady and/or its agents and any persons or entity, who/which provides information relative to this application from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Signature of Applicant

Date

SPACE BELOW FOR PERSONNEL DEPARTMENT USE ONLY

Arrange for interview Yes No Position interviewed for _____ Club/Program _____

Interviewers _____ Date of interview _____