



APPLICATION FOR EMPLOYMENT

This application has many questions. We ask only for such information as we have found helpful toward finding the right person for this particular job. Please add any information you think would be helpful to us in determining your special qualifications for the job.

PERSONAL DATA

Name _____ Telephone () _____

 Last First Middle Initial

Address _____

 Street City State) Zip

E-mail _____

Have you ever worked or attended school under another name? ____ Yes ____ No

Are you 18 years of age or older? _____ Yes _____ No

If hired, documentation of your age will be required.

POSITION DESIRED

Position Applying For _____

Salary Requirements _____

Date Available _____

EDUCATION

High School

Name & Location _____

Years Completed _____ Date Graduated _____

Major Subjects _____

College

Name & Location _____

Years Completed _____ Date Graduated _____ Degree _____

Major Subjects _____

Graduate School

Name & Location _____

Years Completed _____ Date Graduated _____ Degree _____

Major Subjects _____

WORK EXPERIENCE

1) From: _____ To: _____ Position _____ Salary _____
Employer's Name _____ Telephone () _____
Address _____
 Street City State) Zip
Name of Supervisor _____
Describe Major Responsibilities _____

Reason for Leaving _____

2) From: _____ To: _____ Position _____ Salary _____
Employer's Name _____ Telephone () _____
Address _____
 Street City State) Zip
Name of Supervisor _____
Describe Major Responsibilities _____

Reason for Leaving _____

3) From: _____ To: _____ Position _____ Salary _____
Employer's Name _____ Telephone () _____
Address _____
 Street City State) Zip
Name of Supervisor _____
Describe Major Responsibilities _____

Reason for Leaving _____

Special Skills

List any special skills, training, experience or interests which you consider might be related to the job. For example: creative skills, work with certain age groups, etc.:

Personal References

List people, **not related to you**, who have knowledge of your qualifications. Do not repeat persons listed under work experience.

Name	Address	Position/Relationship	Telephone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Military Service:

_____ Yes _____ No

Branch of Service _____ Dates of Service _____ Position _____

Additional Details

Please explain any lapses in employment or provide additional information which would be helpful to us and is relevant to this application:

Answer the following questions only if you are applying for a position involving the use of Company vehicles or driving your own vehicle for Company business on a regular basis.

Have you had any motor vehicle accidents or been convicted more than once for any motor vehicle violations within the past five years? _____ Yes _____ No

If yes, please explain: _____

Do you hold a driver’s license in good standing? _____ Yes _____ No

If no, please explain: _____

Authorization to Collect Information

The following section of the application must be completed and signed or we will not be able to accept this application.

I understand that any employment or offer of employment arising out of this Application for Employment will be subject to satisfactory verification of all job qualifications and information contained in this Application for Employment which may include academic credentials, licenses, and professional designations, credit and employment history. Pursuant to the provisions of the Federal Fair Credit Reporting Act, we hereby inform you that we may conduct an investigative consumer report regarding your character, general reputation, personal characteristics, or mode of living. If we obtain such a report, you are entitled to ask for, and we are obligated to make, a complete and accurate disclosure to you of the nature and scope of the investigation.

I authorize the Springfield Boys Club, its subsidiaries and affiliates, hereafter called the Company, to contact any of my schools or former employers. I authorize any former employer(s) to furnish employment information to the Company. I release said employer(s) and school(s), the Company and their agents from all liability arising out of providing or obtaining such information.

I grant permission to the Company to contact my present employer: _____ Yes _____ No

I also understand that employment with the Company is for no fixed period of time and may be terminated by me or the Company at any time for any reason not specifically prohibited by law. No oral representation to the contrary has been made to me, and I further understand that no employee of the Company is authorized to make any such representation now or in the future.

I understand that employment is contingent upon complete criminal offender and sex offender registry background record checks.

I hereby certify that the information contained in the Application for Employment is true and accurate. I understand that if I become employed, any misrepresentation of facts on this Application for Employment may result in summary dismissal.

Applicant Signature

Date

Note: It is unlawful in Massachusetts and some other states to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and civil liability.