



**BOYS & GIRLS CLUBS  
OF SHEBOYGAN COUNTY**

Staff Use Only: Date: _____
Unit: _____
Staff Initials: _____

**EMPLOYMENT APPLICATION**

APPLICANT INFORMATION									
Last Name				First			Middle	Date	
Street Address						Apartment/Unit #			
City				State			ZIP		
Phone				E-mail Address					
Date Available to start				T-shirt Size:					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you at least 18 years of age?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you been convicted of, plead guilty to a crime (felony or misdemeanor, including, but not limited to, sexual offender crimes, theft, banking fraud, drug or alcohol-related offenses, assault, etc)?									
YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain in detail:							
Position Applied for									
Location(s) of Interest		Sheboygan Falls <input type="checkbox"/>			Sheboygan <input type="checkbox"/>			Any <input type="checkbox"/>	
List times you available each day:		MONDAYS							
		TUESDAYS							
		WEDNESDAYS							
		THURSDAYS							
		FRIDAYS							
EDUCATION									
High School				From			To		
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				From			To		
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				From			To		
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

**REFERENCES***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**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 <input type="checkbox"/> NO <input type="checkbox"/>							
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 <input type="checkbox"/> NO <input type="checkbox"/>							
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 <input type="checkbox"/> NO <input type="checkbox"/>							

VOLUNTEER EXPERIENCE		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

DISCLAIMER AND SIGNATURE	
<p><b>AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION:</b> I understand that Boys &amp; Girls Clubs of Sheboygan County will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCSC's review of this application and my candidacy for employment, I release BGCSC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCSC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.</p> <p><b>JOB APPLICANT AGREEMENT:</b> I understand that Boys &amp; Girls Clubs of Sheboygan County (BGCSC) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCSC.</p> <p>I also authorize BGCSC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCSC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.</p> <p>In consideration of my potential employment, I agree to conform to the rules of BGCSC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCSC has a similar right. I understand my employment by BGCSC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCSC. I also understand that BGCSC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.</p> <p>The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCSC's ability to verify this necessary information.</p> <p>Applications will not be considered active after the position is filled. I understand that BGCSC will attempt to verify statements made on my application and made during my employment interview.</p>	
<b>Signature</b>	<b>Date</b>

Continue to 'Release of Confidential Information' Waiver...





**BOYS & GIRLS CLUBS  
OF SHEBOYGAN COUNTY**

## RELEASE OF CONFIDENTIAL INFORMATION WAIVER

Since one of the fundamental principles of the Boys & Girls Clubs of Sheboygan County is to provide a safe place supervised by adults of good character, our organization conducts background checks of all our volunteers and employees. Please complete the following release form so this check may be done.

Thank you for your interest in our organization.

I, \_\_\_\_\_ authorize the release of information to the Boys & Girls Clubs of Sheboygan County and its staff. The release includes information gathered from Social Services, law enforcement agencies and/or any source appropriate in determining my qualifications. I understand this information will be kept confidential and will only be used to determine my appropriateness as an employee/volunteer of the Boys & Girls Clubs of Sheboygan County.

Signature: _____	Date: _____
------------------	-------------

**Please Print Information:**

Last Name:	First Name:	Middle Name:
Permanent Address:		
City:	State:	Zip:
Date of Birth:	Social Security Number:	-      -

List any names you have been otherwise known as:

If under age 18 a parent or legal guardian must complete to give us consent to run background check.

I, \_\_\_\_\_ (print name) the Parent or Legal Guardian (circle one) of the above applicant, give my consent to run a background check on the minor listed.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_