



# Application for Employment

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Mailing Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

May we contact you at work? YES  NO  If yes, your number at work is ( ) \_\_\_\_\_  
If you are under 18, can you furnish a work permit? YES  NO

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired rate of pay \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
Have you ever worked for this company? YES  NO  If so, when & what position? \_\_\_\_\_  
Have you ever been convicted of a felony? YES  NO  If yes, explain \_\_\_\_\_

### Additional Information

Date available for work \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

Do you know anyone who is currently working for the organization? Yes \_\_\_ No \_\_\_ If yes, name \_\_\_\_\_

Please list any foreign languages you speak, write or understand

Computer Literate: Describe any computer skills you have:

Drivers License Number if required for position

State \_\_\_\_\_ Exp. Date \_\_\_\_\_ License. Number \_\_\_\_\_

**Education**

NAME OF SCHOOL	No. Years completed	Degree or Diploma
High School		
College/University		
Graduate School		
Technical School		

**References**

*Please list four professional references who are not related to you & are not previous supervisors. If not applicable, list 3 school or personal references who are not related to you.*

NAME	TELEPHONE	RELATIONSHIP	YEARS KNOWN
	( )		
	( )		
	( )		
	( )		

**COMMENTS**

Please provide an explanation for any gaps in employment

Skills & qualifications: Please summarize your special skills and qualifications acquired from employment, military experience, or other experiences that may qualify you to work for the Boys and Girls Club of Lake Tahoe

## Employment History

List your last 3 employers, and all required information, starting with the most recent.

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

- I certify that the answers given herein are true and complete 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
- I understand that references and employers will be contacted.
- I understand that if offered a job, I will be required to submit to a criminal background check prior to commencing work.
- 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 change in writing.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_