|  |  |  |
| --- | --- | --- |
|  | **Directions for Digital Application:** **Use the TAB key to reach each area needing completion. Save a copy and email completed application to Business Director Nicole Kubichka nicolek@bgcosh.org, or send by FAX (920)233-1816, or mail to address shown on the right.** | **Boys & Girls Club of Oshkosh****501 E Parkway Ave 54901****Phone (920) 233-1414****FAX (920) 233-1816**[**bgcosh.org**](http://www.bgcplacercounty.org/) |

**Employment Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | First      | Middle      | Last      | Date of Application      |
| Permanent Address(Address, City, State, Zip) | Address      | City      | State      | Zip      |
| Current Address(Address, City, State, Zip) | Address      | City      | State      | Zip      |
| Cell Phone |       | Do you have a Driver’s License? | YES      | NO      | If yes, indicate State license was issued |       |
| Email Address |       | Are you at least 18 years old? (If no, you may be required to provide authorization to work.) | YES      | NO      |
| Have you ever been terminated involuntarily from a paid or volunteer position, suspended from an educational institution or asked to resign from a job? | YES      | NO      | If yes, please explain |       |
| Have you ever been convicted of a felony? | YES      | NO      | If yes, describe in full |       |
| Do you know anyone that works for our organization? | YES      | NO      | If yes, who? |       |
| Were you previously employed by this or another Boys & Girls Club? | YES      | NO      | If yes, where and when? |       |
| Salary desired | $      | Position(s) applied for |       |
| Are you able to perform the essential functions of the position, with or without reasonable accommodation? | YES      | NO      | How did you learn about this job/volunteer opening? |       |
| If no, please explain. (If you have a question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.) |       | How did you learn about our organization? |       |
| Hours Available to Work | Start Time | End Time | Are you willing to travel? | YES      | NO      |
| Monday |       |       | Would you prefer Full-Time or Part-Time Employment? | F/T      | P/T      |
| Tuesday |       |       | I would like to become a volunteer | YES      | NO      |
| Wednesday |       |       | I have Work Study | YES      | NO      |
| Thursday |       |       | Date Available To Begin Work |       |
| Friday |       |       | Total Hours Available to Work Each Week |       |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of School** | **Name of School and Complete Mailing Address** | **# of Years Completed** | **Major** | **Degree Achieved** |
| High School | Name of School      | School Address      |       |       |       |
| College, Business or Trade School | Name of School      | School Address      |       |       |       |
| If you did not graduate from any school you attended, please state why. |       |

**References – Please list 3 references that are not related to you.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **Company** | **Relationship** | **Phone Number** |
| **1** |       |       |       |       |       |
| **2** |       |       |       |       |       |
| **3** |       |       |       |       |       |

**Please start with current employer and work back. Do not detail duties & responsibilities if described in attached resume.
If you do not have a resume, please complete in its entirety. Please attach extra pages as needed.**

**Previous Employment (list up to 3)**

|  |  |
| --- | --- |
| **1.****Name of Employer** |       |
| **Name of Last Supervisor** | First      | Last      |
| **Complete Address** |       | **Phone****Number** |       |
| **Last Job Title** |       | **Other Positions Held**  |       |
| **Dates of Employment** | **Start** **Date:** |       | **End Date:** |       |
| **Salary** | **Starting Salary:** | **$**      | **Ending Salary:** | **$**      |
| **List duties performed, skills used or learned, advancements or promotions while you worked at this company.** |       |
| **Reason for leaving****(be specific)** |       |
| **May we contact your employer?** | **YES**      | **NO**      |

|  |  |
| --- | --- |
| **2.****Name of Employer** |       |
| **Name of Last Supervisor** | First      | Last      |
| **Complete Address** |       | **Phone****Number** |       |
| **Last Job Title** |       | **Other Positions Held**  |       |
| **Dates of Employment** | **Start** **Date:** |       | **End Date:** |       |
| **Salary** | **Starting Salary:** | **$**      | **Ending Salary:** | **$**      |
| **List duties performed, skills used or learned, advancements or promotions while you worked at this company.** |       |
| **Reason for leaving****(be specific)** |       |
| **May we contact your employer?** | **YES**      | **NO**      |

|  |  |
| --- | --- |
| **3.****Name of Employer** |       |
| **Name of Last Supervisor** | First      | Last      |
| **Complete Address** |       | **Phone****Number** |       |
| **Last Job Title** |       | **Other Positions Held**  |       |
| **Dates of Employment** | **Start** **Date:** |       | **End Date:** |       |
| **Salary** | **Starting Salary:** | **$**      | **Ending Salary:** | **$**      |
| **List duties performed, skills used or learned, advancements or promotions while you worked at this company.** |       |
| **Reason for leaving****(be specific)** |       |
| **May we contact your employer?** | **YES**      | **NO**      |

**Volunteer Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency or Company Name** |       | **Phone Number** |       |
| **Full Address** |       | **How long were you there?** |       |
| **Supervisor’s Name and Title** |       | **May we contact supervisor?** | **YES**      | **NO**      |
| **Duties** |       |

**Skills and Abilities**

|  |  |
| --- | --- |
| **Related trainings you have received that would enable you to perform the position for which you are applying:** |       |
| **Professional License, or Memberships, Awards, Publications (You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status):** |       |
| **List skills and accomplishments not covered elsewhere in this application. Include relevant skills, such as paid or volunteer work with children; hobbies and interests; skills in art, music, dance. Be specific.** |       |

The Boys & Girls Club is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. In order to safeguard the wellbeing of the youth served, the Boys & Girls Club investigates the accuracy of data provided in the application process for all applicants before staff will be considered for employment. This investigation may include, but is not limited to, reference checking with past employers, schools, appropriate volunteer agencies, police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. After employment, a statement of good health may be required from a physician.

The Boys and Girls Club of Oshkosh is an equal opportunity employer. The club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the club does not discriminate against any individual with regard to race, color, religion, sex age, national origin, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment as well as the use of all club facilities. No form of unlawful discriminations, including unlawful harassment, will be condoned.

The Boys and Girls Club of Oshkosh is an at-will employer and either the employee or the employer may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Board President.

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information, excluding medical information, concerning my former employment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this company. I understand that the employment information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney’s fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of such materials/information except for false information disclosed for the purpose of maliciously interfering with my prospective employment interests.

I understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of this organization has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

If you decide to engage an investigating consumer reporting agency to report on my credit and personal history and/or request a Crime Information Bureau Records Check with a local law enforcement agency, I authorize you to do so. If a record is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature of the information contained in the report.

In addition, I have been informed that this Employer fully supports a drug-free work environment and as such, maintains a drug test policy. Pursuant to that policy, I acknowledge that I may be required to submit to a drug test upon receipt of a conditional offer of employment, as well as during employment with this Employer.

|  |  |
| --- | --- |
|       |       |
| ***Applicant Signature*** | ***Date*** |

**This application will expire in one year.**

**In case of emergency, please contact:**

|  |  |
| --- | --- |
| Name       | Cell Phone       |
| Address       | Relationship to you       |

The Boys & Girls Club of Oshkosh is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, marital status, sex, sexual preference or disability in compliance with Title IX, Section 503 of the Rehabilitation Act, and other Federal and State non-discrimination laws and regulations. The Boys & Girls Club of Oshkosh hires only individuals lawfully authorized to work in the United States per the Immigration and Reform and Control Act of 1986.

**Email completed application to nicolek@bgcosh.org or send by FAX (920) 233-1816, or mail to**

**Boys & Girls Club of Oshkosh, 501 E Parkway Ave, Oshkosh, WI 54901.**