



EMPLOYMENT APPLICATION

BOYS & GIRLS CLUBS OF NORTHWEST NEW JERSEY

153 GARSIDE AVE WAYNE NJ 07470

The Boys & Girls Club is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. We have a zero-tolerance policy for child abuse and mistreatment of any kind in our organization and consistently employ many policies and practices to ensure the safety of children in our care. Therefore, in order to safeguard the wellbeing of the youth served, the Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to reference checking with past employers, the military, schools, appropriate volunteer agencies, police and other government agencies. Fingerprinting will be used, when required, to verify particular circumstances.

POSITION APPLYING FOR Check one: Wayne Unit \_\_\_\_\_ Pequannock Unit \_\_\_\_\_

Applying for: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Volunteer \_\_\_\_\_ Date Available \_\_\_\_\_

Department: Athletics: \_\_\_\_\_ Child Care: \_\_\_\_\_

Time & Availability: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

GENERAL INFORMATION

Full Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

All Other Names by Which Known: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email \_\_\_\_\_

PREVIOUS ADDRESSES WITHIN THE LAST 10 YEARS

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? Yes or No, if yes, explain: \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If not U.S. Citizen, Visa type: \_\_\_\_\_

How or by whom were you referred to the Boys & Girls Club? \_\_\_\_\_

Have you ever been bonded? Yes or No, if yes with what employer(s) \_\_\_\_\_

Have you served in the Military? Yes or No, if yes, which Branch: \_\_\_\_\_

Discharge was voluntary or involuntary? Yes or No, if discharge was involuntary, please explain: \_\_\_\_\_

**WORK EXPERIENCE**

List all employers starting with your present employer.

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Salary: \_\_\_\_\_ or Hourly Rate: \_\_\_\_\_

Supervisors Name and Contact Number: \_\_\_\_\_

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Salary: \_\_\_\_\_ or Hourly Rate: \_\_\_\_\_

Supervisors Name and Contact Number: \_\_\_\_\_

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Salary: \_\_\_\_\_ or Hourly Rate: \_\_\_\_\_

Supervisors Name and Contact Number: \_\_\_\_\_

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Salary: \_\_\_\_\_ or Hourly Rate: \_\_\_\_\_

Supervisors Name and Contact Number: \_\_\_\_\_

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**CHILDCARE WORK EXPERIENCE (if applicable)**

Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May We Contact? Yes or No

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STAFF SUPERVISION WORK EXPERIENCE (if applicable)**

Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May We Contact? Yes or No

Describe Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

High School and Location	From – To	Major & Degree	Graduate?
_____	_____	_____	Yes or No
College/University			
_____	_____	_____	Yes or No
_____	_____	_____	Yes or No
Technical School			
_____	_____	_____	Yes or No
Other Schools Attended	_____		

If you did not graduate from any schools you attended, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional societies, associations, awards, publications: \_\_\_\_\_  
\_\_\_\_\_

Any physical or mental conditions, which may limit ability to perform work? \_\_\_\_\_  
\_\_\_\_\_

Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children? Yes or No, if yes, please describe in full detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid driver's license? Yes or No (what state) \_\_\_\_\_

Have you ever worked for or volunteered for any other Boys & Girls Club? Yes or No  
If yes, please list the name, address and phone number of the Club and the name of your Supervisor \_\_\_\_\_  
\_\_\_\_\_

**References:**

Please list a minimum of 2 references not related to you:

1. Name:

Address:

Phone:

Email:

2. Name:

Address:

Phone:

Email: