



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 _____ Yes or No

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? _____

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: