



APPLICATION FOR EMPLOYMENT
555 Union Street, Manchester, NH 03104 (603) 625-5982

PERSONAL DATA			
Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number		Cell Phone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION INFORMATION			
Position applying for		Hours Available	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you authorized to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	
QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School			
School			
Other			
SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)			
REFERENCES Please list three professional references with full name, address, phone number, and relationship. List personal, unrelated references if you don't have three professional references.			
Name	Address/City/State	Phone	Relationship
WORK HISTORY Start with your present or most recent employment and work back. Use separate sheets if necessary. (INCLUDE PAID AND UNPAID POSITIONS).			
Job Title #1	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	
Company Name	Supervisor's Name	Phone Number	
City	State	Zip	
Duties			
Reason for leaving			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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Job Title 2#	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties		
Reason for leaving		

Job Title 3#	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties		
Reason for leaving		

DISCLAIMERS

For professional references, you may attach those documents to this application. We are glad you are interested in joining Boys & Girls Club of Manchester's team. Please read the following statements carefully before you agree and submit this application. In considering your application for employment, Boys & Girls Club of Manchester may verify the information set forth on this application and obtain additional information related to your background.

Boys & Girls Club of Manchester offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

NOTE TO CANDIDATE

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring. I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by Boys & Girls Club of Manchester, can be grounds for my immediate termination from Boys & Girls Club of Manchester.

I authorize Boys & Girls Club of Manchester to check and verify any and all information listed above, including but not limited to my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have provided to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, Boys & Girls Club of Manchester can terminate my employment at any time with or without cause, unless otherwise required by law. I further understand that no one other than Boys & Girls Club of Manchester has the authority to enter into an employment contract or agreement with me and that my at-will employment can be changed only by a written agreement.

Candidate's Signature

Date