

WORK EXPERIENCE

Start with last employer first. Do not detail duties and responsibilities if described in attached resume.
Use additional pages if necessary

Company Name	Your Title		
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Company Address	City	State	Zip Code
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Date Started	Date Left	Starting Salary	Ending Salary
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Supervisor's Name	Supervisor's Title	Telephone (incl. area code)
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Brief description of duties and responsibilities

Reason for leaving

Company Name	Your Title		
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Company Address	City	State	Zip Code
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Supervisor's Name	Supervisor's Title	Telephone (incl. area code)
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Brief description of duties and responsibilities

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Company Name	Your Title		
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Supervisor's Name	Supervisor's Title	Telephone (incl. area code)
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Brief description of duties and responsibilities

Reason for leaving

REFERENCES

Please provide the names of three individuals, not related to you and whom you have known for a period of time, who can provide a reference. Do not leave any information blank.

Name	Address, City, State	Telephone (incl. area code)	Nature of relationship	Length of relationship

OTHER INFORMATION

What languages do you speak fluently? _____

Can you perform this job (as detailed on the job description) without a reasonable accommodation? _____

Do you have a valid driver’s license? _____ yes _____ no If yes, from which State? _____

Have you had any moving violations in the past year? _____ yes _____ no If yes, identify type(s) of violation(s) and date(s) of occurrence _____

Are you 25 years of age or older (for insurance purposes) _____ yes _____ no

I authorize the Boys & Girls Club of Kenosha to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I also authorize Boys & Girls Club of Kenosha to conduct criminal records checks or any other background checks deemed necessary to determine my suitability for employment. I hereby release all of those employers, references, academic institutions and Boys & Girls Club of Kenosha from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the Boys & Girls Club of Kenosha. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning academic credentials, employment references, background checks and driving record (if applicable).

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Boys & Girls Club of Kenosha has not hired me or immediate dismissal if the Boys & Girls Club of Kenosha has employed me. I also authorize the Boys & Girls Club of Kenosha to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Boys & Girls Club of Kenosha from any liability for its providing this information.

I understand that nothing in this employment application, in Boys & Girls Club of Kenosha’s policy statements or personnel guidelines or in my communications with any Boys & Girls Club of Kenosha official is intended to create an employment contract between the Boys & Girls Club of Kenosha and me. I also understand that the Boys & Girls Club of Kenosha has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Boys & Girls Club of Kenosha retained the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understood the preceding statements.

Signature

Date

Equal Opportunity Employer: Qualified applicants receive consideration for employment without discrimination because of gender, age, religion, marital status, sexual orientation, race, color, creed, national origin or disability.