

Application Date: _____

Thank you for your interest in applying with the Boys & Girls Club of Kenosha. The Boys & Girls Club of Kenosha is requesting the following information from you as an applicant for employment with our organization. You must complete all portions of this application. Items left blank may result in disqualification from consideration. When applying for a position with our organization, please take into consideration these basic requirements:

- Must be at least 18 years of age to work in our Youth, Tween, & Teen Centers
- Must have a High School Diploma or equivalent
- For positions working with youth, must have experience in youth related areas
- Must pass a criminal background check and reference check screening

GENERAL INFORMATION

Last Name

First Name

Middle Initial

Street Address

City

State

Zip Code

(Area Code) Phone Number: _____

MUST ENTER A VALID EMAIL ADDRESS _____

Are you authorized to work in the United States? ☐ Yes ☐ NoIf you are a resident alien, please give your alien number of present your resident alien card.

List previous affiliation with the Boys & Girls Club of Kenosha or any other youth serving organization

If any, give dates, positions, locations)

_____List relatives employed with the Boys & Girls Club of Kenosha: _____
_____Have you ever been convicted of a criminal offense? ☐ Yes ☐ NoIf yes, please explain (use separate sheet if necessary): _____
_____**POSITION APPLIED FOR**

Position: _____

Salary/Hourly Desired: _____

Date Available _____

Days and times available: _____

EDUCATION

School	Name and Location	Major	Dates		Graduate		Degree
			From	To	Yes	No	
High School							
College or University							
Other School (Graduate, Technical, Business, Military, etc.)							

REFERENCES

PLEASE NOTE: An email from SkillSurvey will be sent to the email address listed in the general information above. This email will contain a link which will direct you to enter your references information. Your application is not considered complete until your references have been entered in SkillSurvey.

You should receive an email from SkillSurvey within 2 business days of handing in this application. Please make sure to check your spam and junk folders if you have not received an email.

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

WORK EXPERIENCE

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

Brief Description of duties and responsibilities cont.

Reason for leaving

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

Brief Description of duties and responsibilities cont.

Reason for leaving

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

OTHER INFORMATION

What languages do you speak fluently? _____

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 consent to have Boys & Girls Club disclose my data and data relating to my references to SkillSurvey, and for SkillSurvey to use such data to provide the Services and Software, including where applicable, receiving automated text messages through SkillSurvey and related communications. 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 understand that my picture/video may be taken by any BGCK staff, volunteer, sponsor or any other BGCK program colleague for media and/or public relations including, without limitation, use on sponsor owned and operated websites, social media sites, and print and digital media, and allow for these representations, as well as my e-mail to be used for media and/or public relations purposes unless I submit a statement to the contrary to appropriate BGCK staff (this does not include volunteer coaching staff). I give permission for the BGCK to share my contact information with a third party for the purpose of promoting and marketing non-BGCK programs.

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 understand 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.