



Boys & Girls Clubs of Southern Rensselaer County

544 Broadway
Rensselaer, NY 12144
Phone (518) 465-3403
Fax: (518) 465-3793
www.bgcsovensco.org

The POSITIVE Place For Kids

Application for Employment

A.S.E./ Drop In

Camp Adventure

Application Identification/Personal Information

Date: / /

Name: Last First Middle

Social Security Number: - -

Present

Address: Street City State Zip Code

Permanent

Address: Street City State Zip Code

Phone: ( ) Daytime (8am - 5pm) ( ) Home/Evenings ( ) Other (mobile) E-Mail:

Are there any other names under which your employment or educational records, references and other information in the application may be verified? If so, list:

Type of Employment Desired

Position: Salary Desired: Date you could begin working: / /

Applying for: Full Time Part Time Availability: Days Evenings Weekends

How Did You Learn About Us?

Employment Agency Business/College/High School Internet Advertisement: Friend Relative Walk-In Other:

Please Answer the Following Questions

Are you 18 years of age or older? Yes No

Have you applied with us before?: Date Interviewed: Date Yes No

Have you ever been employed with us before?: Date Yes No

Are you currently employed? Yes No

Are you currently on "lay-off" status or subject to recall? Yes No

Do you have any commitment or agreements with another employer that might affect employment with us? Yes No

If yes, explain:

Do you have a valid Driver's License? State Issued: Yes No

Have you been convicted of a felony within the last seven years? Yes No

If yes, explain:

(The existence of a criminal record is not an automatic bar to employment; the Boys & Girls Clubs of Southern Rensselaer County will consider the offense for which the person was convicted, how recent the conviction was, and the job for which the person has applied in determining the extent to which such information will be considered.)

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**Employment Experience: Present or Most Recent Position**

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Your current or most recent position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Your starting position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

May we contact your present employer  
for a reference?  Yes  No  
Phone: (\_\_\_\_) \_\_\_\_\_  
Employed From (Mo./Yr.): \_\_\_\_\_  
Employed To (Mo./Yr.): \_\_\_\_\_  
Starting Pay: \_\_\_\_\_  
Final Pay: \_\_\_\_\_  
Type of work:  Full Time  
 Part Time  Temporary  
 Internship  Volunteer

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**Employment Experience: Previous Position**

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Your current or most recent position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Your starting position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_  
Employed From (Mo./Yr.): \_\_\_\_\_  
Employed To (Mo./Yr.): \_\_\_\_\_  
Starting Pay: \_\_\_\_\_  
Final Pay: \_\_\_\_\_  
Type of work:  
 Full Time  Part Time  
 Temporary  
 Internship  Volunteer

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**Employment Experience: Previous Position**

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Your current or most recent position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Your starting position: \_\_\_\_\_  
Job responsibilities and duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_  
Employed From (Mo./Yr.): \_\_\_\_\_  
Employed To (Mo./Yr.): \_\_\_\_\_  
Starting Pay: \_\_\_\_\_  
Final Pay: \_\_\_\_\_  
Type of work:  
 Full Time  Part Time  
 Temporary  
 Internship  Volunteer

**State any additional information you feel may be helpful to us in considering your application.**

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**Education: Your educational record will be considered only to the extent that it is relevant to the job sought.**

Name, City and State of High School:

Graduation or GED Date:

Name & Address (City and State) of Colleges or Trade Schools:	From (Mo./Yr.)	To (Mo./Yr.)	Academic Majors:	GPA	Degree/Certificate	Date (Mo./Yr.)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Specialized Skills:**

Child Care Experience       CPR/ First Aid       Basic Computer Skills       Advanced Computer Skills  
 Grant Writing Experience       Fundraising       PR/Marketing      Other: \_\_\_\_\_

Languages : (check all that apply)	Speak	Read	Write
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**References:** List 2 individuals who can attest to your professional abilities/work accomplishments, and 1 individual who can attest to your character. (Do not include relatives or individuals listed in Employment Experience section.)

Name:	Phone Number:	Company Name:	Relation to Applicant:	Length of Time Known:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**E.O.E. Policy**

The Boys & Girls Clubs of Southern Rensselaer County maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, Boys & Girls Club hires, trains and promotes all qualified employees without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, genetic information, disability or any other characteristic protected by law.

**PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS APPLICATION.**

CONDITIONS OF EMPLOYMENT: I understand that falsification, omission, or misstatement of data, regardless of when discovered, shall be considered sufficient cause for denying employment or termination of my employment. I understand that I am an employee "at will" and that my employment and compensation can be terminated at any time without cause, and with or without notice at any time, at the option of the Club or myself as long as it does not violate the law. I understand that no one has authority to promise permanent employment or employment for a definite period of time.

I understand that any employment by this agency is contingent upon my producing required employment documentation or evidence of having made application for it at the time of or within three (3) calendar days after my hire, in order to comply with the Immigration Reform and Control Act of 1986. Failure to produce documentation will result in termination or revocation of the offer of employment.

TESTING: The Club requires, upon acceptance of an offer of employment, that all candidates be required to undergo a drug screen. The Club may disqualify me for employment if the results of the drug screen are positive and further testing confirms the presence of illegal substance or a controlled substance. Should I become an employee of the Club, I will abide by the terms of the Club's Drug and Alcohol Policy and related management instructions.

This application will remain on active file for six months. If I am hired within this period, this form will be transferred to my individual personnel file. If my application for employment is accepted the effective date of my employment shall be the time I actually begin to work. If I am not hired within 6 months, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with the Club.

I certify that I have read, understand, and will adhere to the aforementioned statements and that all information in this application is true and complete.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_