

NAME: _____
LAST FIRST M.I.

DATE: _____

EMPLOYMENT APPLICATION FORM



BOYS & GIRLS CLUBS OF WEST-CENTRAL WISCONSIN

EQUAL OPPORTUNITY EMPLOYER:
Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

Must be 18 to Apply

please check the box above the community in which you would like to work

Baraboo/Sauk County
124 Second Street
PO Box 55
Baraboo, WI 53913
(608) 355-2582
Fax: (608) 355-2589

Reedsburg
300 Vine St.
PO Box 571
Reedsburg, WI 53959
(608)355-2582

Tomah
105 West Milwaukee Street
PO Box 765
Tomah, WI 54660
(608) 374-4386
Fax: (608) 374-4482

www.bgcwcv.org



BOYS & GIRLS CLUBS
OF WEST-CENTRAL WISCONSIN

EMPLOYMENT APPLICATION
Equal Opportunity Employer

GENERAL			
NAME (Last)	(First)	(M)	TELEPHONE (Area Code)
OTHER NAMES USED		EMAIL ADDRESS	
PRESENT ADDRESS			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? Yes {Please Circle} No		ARE YOU AT LEAST 18 YEARS OF AGE? Yes {Please Circle} No	
IF NOT, DO YOU HAVE A WORK PERMIT? Yes {Please Circle} No			
PREVIOUS EMPLOYMENT AT A BOYS & GIRLS CLUB			
HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUBS OF WEST-CENTRAL WISCONSIN ?			
RELATIVES EMPLOYED BY BGC (If any, give dates, positions)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLEAD <i>NOLO CONTENDRE</i> (NO-CONTEST) TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): Yes {Please Circle} No			
<small>Note: Conviction of a crime will not necessarily disqualify you from employment. Each conviction will be judged on its own merit with respect to time and job relatedness.</small>			
POSITION DESIRED		DATE AVAILABLE	

EDUCATION					
SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE

START WITH CURRENT OR LAST EMPLOYER FIRST. DO NOT DETAIL DUTIES AND RESPONSIBILITIES IF DESCRIBED IN ATTACHED RESUME.

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	ENDING SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	ENDING SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	ENDING SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

ALL APPLICANTS

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS

OFFICE MACHINES YOU CAN OPERATE

CAN YOU PERFORM THIS JOB (AS DETAILED VERBALLY OR IN THE JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMODATION?

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of West-Central Wisconsin (BGC) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGC's review of this application and my candidacy for employment, I release BGC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

_____ *Yes _____ *No (*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that the Boys & Girls Clubs of West-Central Wisconsin (BGC) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGC.

If hired, I also authorize BGC 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 BGC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGC has a similar right. I understand that employment by BGC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGC. I also understand that BGC 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 no one other than the Executive Director has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGC's ability to verify this necessary information.

I understand that BGC will attempt to verify statements made on my application and made during my employment interview.

Signature

Date