



**BOYS & GIRLS CLUB  
OF WOOSTER**

**EMPLOYMENT APPLICATION**  
*Equal Opportunity Employer*

**GENERAL**

**GENERAL**

NAME (Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
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OTHER NAMES USED

PRESENT ADDRESS

EMAIL

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>APPLICANTS MUST BE AT          LEAST 16 YEARS OF AGE TO          APPLY FOR A POSITION WITH          BGCW.</b>	ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, DO YOU HAVE A WORK PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO
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HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF WOOSTER? (BGCW)

PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUBS (If any, give dates, position, location)

RELATIVES EMPLOYED BY BGCW (If any, give dates, positions)

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED *NOLO CONTENDRE* 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 \_\_\_\_\_

NO \_\_\_\_\_

*Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.*

**AVAILABILITY**

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HOURS AVAILABLE (AM, PM, Full Day)	DATE AVAILABLE TO BEGIN EMPLOYMENT:	RATE OF PAY EXPECTED:
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BGCW SUMMER PROGRAM RUNS JUNE 15 – JULY 31, MON - FRI  
PLEASE LIST ANY DATES YOU ARE UNAVAILABLE DURING THESE DATES:

**EDUCATION**

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

**Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?** \_\_\_\_\_

## RELEVANT WORK OR VOLUNTEER EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

<b>COMPANY NAME</b>		<b>YOUR TITLE</b>	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST 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			

<b>COMPANY NAME</b>		<b>YOUR TITLE</b>	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST 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			

<b>COMPANY NAME</b>		<b>YOUR TITLE</b>	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST 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			

<b>OTHER RELEVANT CHILD CARE EXPERIENCE</b>
1.
2.
3.

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Clubs of Wooster (BGCW) 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 BGCW’s review of this application and my candidacy for employment, I release BGCW 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 BGCW 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

**Please provide 3 professional references that can speak to your work ethic, integrity, and ability to work with children. This list should not include family/family friends.**

Name of Reference	Contact Information	Years Known/Relationship to

**New Hire Questionnaire**

BGCW attempts to place new hires in positions that are best suited for their individual talents and strengths. If necessary, attach a separate, typed sheet.

BGCW Summer program serves youth 3<sup>rd</sup> grade – 10<sup>th</sup> grade. Which age demographic do you feel most comfortable working with? Why? \_\_\_\_\_  
\_\_\_\_\_

BGCW Summer Program strives to offer programming for a wide range of interests. Program areas include education, art, leadership, education, and STEM, among others. Which program area would you enjoy working with the most? Which program area would not align with your interests?  
\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant skills or interests that you could bring to our summer program. This can include, but is not limited to sports, theater and drama, music, art, interest in the outdoors, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please come prepared to the interview with a 5 minute activity/song/craft to teach 2-3 people, including your own supplies.**

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Wooster (BGCW) 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 BGCW. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCW.

I also authorize BGCW 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 BGCW 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 BGCW. I understand that I have the right to terminate my employment at any time as per the conditions of my employment contract, with or without cause, and that BGCW has a similar right. I understand my employment by BGCW 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 BGCW. I also understand that BGCW 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 President of BGCW 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 BGCW's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCW will attempt to verify statements made on my application and made during my employment interview.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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. (REVISED 01/11)

**Please mail your completed application to -**

**Boys & Girls Club of Wooster  
Attn: Summer Employment  
3540 Burbank Road  
PMB 149  
Wooster, OH 44691**

**Or scan and send it to [summerinfo@bgcwooster.org](mailto:summerinfo@bgcwooster.org) with the subject line *Summer Employment*.**