



Our Mission Statement

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

Employment Application

Date _____

Name _____ Date of Birth _____

Address (street) _____

(city) _____ (zip) _____

Phone (home) _____ (cell/other) _____

Email Address _____ Do you speak a second language? Yes ___ No ___

If yes, please list languages you are FLUENT in: _____

Availability (List hours available each day) Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Beginning (date): _____

Education			
Name of School	# of Years Attended	Area of Study (if applicable)	Graduated
H.S.			yes / no / in progress
College			yes / no / in progress
Other			yes / no / in progress

Employee References – Please list current and/or previous employers (non-relatives) whom we may contact regarding your work ethic, values, etc.

Name	Phone	Basis of Relationship	# of Years Known

Experience- Please list work experience and all other relevant paid/unpaid experience.

Name of Company	Start Date	End Date	List Duties & Responsibilities	Starting Salary	Final Salary	Reason for Leaving

Office Use Only

Date Contacted _____ Date of Hire _____ Supervisor's Signature _____

Starting Pay Rate _____ Needs Background Checks (over 18) _____ yes / no

Please share any comments you have regarding what you plan on bringing to the Club (hobbies, interests, experiences, etc.) and/or what type of experience you are looking for as a Boys & Girls Club employee.

Background Information

Have you ever been convicted of a felony?

Yes

No

If yes, please use the space below to list date of conviction and to explain circumstances.

Have you ever been convicted of sexual assault, rape, child sexual abuse, or any other form of sexual misconduct?

Yes

No

If yes, please use the space below to list date of conviction and to explain circumstances.

Have you ever been convicted of a misdemeanor offense?

Yes

No

If yes, please use the space below to list date of conviction and to explain circumstances.

Verification/Authorization to Release Information

I hereby authorize investigation of all statements contained in my application. In exchange for the Indian Valley/North Penn Valley Boys & Girls Clubs considering my application for employment, I hereby release my previous employers and all others from any liability on furnishing such information.

I affirm that there are no deliberate misrepresentations, omission of facts, or falsifications of the above statements and answers to questions. I fully understand that such misrepresentations, omissions, or false statements will cause rejection of this application, or dismissal if discovered through a PA Criminal Background Check, PA Child Abuse History Clearance, National Background Check, or otherwise after hire date.

Full Name (print – include maiden name if married): _____

Date: _____

Signature: _____

*****Employment position will not be confirmed until AFTER results of background checks are received. It is HIGHLY RECOMMENDED that these clearance results are submitted with employment application.***