



**BOYS & GIRLS CLUB
OF CHEYENNE**

APPLICATION FOR EMPLOYMENT

The Boys & Girls Club of Cheyenne is a drug free and violence free workplace. All successful candidates will be screened for controlled substances and criminal convictions through random drug testing and background checks.

The Boys & Girls Club of Cheyenne is an equal opportunity employer. All applicants for job openings are welcomed and will be considered without regard to race, color, religion, national origin, sexual orientation, physical or mental disability, or any other basis protected by state, federal, or local law.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Preferred Contact Number (____) _____ - _____ Alternate Number (____) _____ - _____

How did you hear about this job? _____

Do you have a valid Driver's License Yes No DL # _____
State Number Exp. Date

Are you authorized to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Have you ever been convicted of or plead guilty to a criminal offense excluding minor traffic violations?

Yes No If yes, please explain _____

POSITION APPLIED FOR:

Position Applying for _____ Full Time Part Time Summer/Holiday

If the position required working weekends and nights, would you be willing to accept? Yes No

Date Available _____ Salary/hourly Rate Desired _____ per _____

Please indicate any preference for working in a specific area: (not required, but helpful)

Education & Career Development Arts & Cultural Enrichment Sports & Recreation

Health & Life Skills Character & Leadership Development Technology Support Staff Any/All

Please indicate a preference for working with a specific age group: (not required, but helpful)

6-9 10-12 13-15 14-18 Any/All

Are you willing to drive members in a club van/bus? Yes No

Are you presently employed? Yes No If yes, may we contact your current employer? Yes No

Have you ever been employed by the Boys & Girls Club (Cheyenne or other)? Yes No

Do you have relatives employed by the Boys & Girls Club? Yes No

EDUCATION INFORMATION (including Military Service):

School	Name & Address	Number of Years Completed	Graduated Yes/No	Degree/ Certificate
High School				
College				
Post Grad				
Business/Trade/ Other				
Military Service		Branch of Service	Years in Service	

Do you have any of the following?

CPR Certified: Yes No

First Aid Certified: Yes No

Blood Borne Pathogens Training: Yes No

Commercial Driver's License: Yes No Endorsement type _____

Please list any other training, skills or experience you feel qualifies you for the position you are seeking:

EMPLOYMENT INFORMATION:

Please list your most recent employment first and continue with past employment. Attach additional sheets if necessary.

From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone _____ May we contact: Yes No Last Salary: _____ Reason for Leaving _____	Job Title: _____ _____ Describe your duties: _____ _____ _____ _____ _____
From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone _____ May we contact: Yes No Last Salary: _____ Reason for Leaving _____	Job Title: _____ _____ Describe your duties: _____ _____ _____ _____ _____
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Please list three persons who are not related to you who can provide references:

_____ Name	_____ Phone	_____ Relationship	_____ Years Known
_____ Name	_____ Phone	_____ Relationship	_____ Years Known
_____ Name	_____ Phone	_____ Relationship	_____ Years Known

PRE-EMPLOYMENT CERTIFICATION

<p>I understand that this application is only valid for the position applied for at present and that the Boys & Girls Club is not obligated to retain or consider this application for future openings.</p>	<p style="text-align: center;">Initial</p>
<p>I authorize investigation of all statements contained in this application. I understand that falsification; misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the Boys & Girls Club to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.</p>	<p style="text-align: center;">Initial</p>
<p>If employed by the Boys & Girls Club, I will abide by the policies and rules, which may be revised when necessary. I understand that I will be required to possess a current and valid driver's license and maintain automobile insurance coverage as required by the State of Wyoming on my personal vehicle which may be used on company business.</p>	<p style="text-align: center;">Initial</p>
<p>I agree to submit to legally permissible drug and/or alcohol testing by the Boys & Girls Club. I recognize that the results of these tests may be used to determine my employment or continued employment.</p>	<p style="text-align: center;">Initial</p>
<p>If the Boys & Girls Club employs me, I understand that my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Boys & Girls Club or myself.</p>	<p style="text-align: center;">Initial</p>
<p>My signature certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to be bound by the terms and conditions stated in this application.</p>	<p style="text-align: center;">Signature _____ Date _____</p>

Interviewers Comments:

Interviewer's Signature _____ Date _____