



**EMPLOYMENT APPLICATION**  
*Equal Opportunity Employer*

**GENERAL**

NAME (Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED			
PRESENT ADDRESS			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	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	
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF ALBANY (BGCA)?			
PREVIOUS EMPLOYMENT WITH BGCA (If any, give dates, position, location)			
RELATIVES EMPLOYED BY BGCA (If any, give names, dates and positions)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> 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):			
<input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____			
<i>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.</i>			

**POSITION APPLIED FOR**

TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	ARE YOU WILLING TO TRAVEL? (As position indicates)
DAYS/HOURS AVAILABLE TO WORK: __ Monday __ to __ __ Tuesday __ to __ __ Wednesday __ to __ __ Thursday __ to __ __ Friday __ to __	

**EDUCATION AND TRAINING**

SCHOOL	NAME AND LOCATION	GRADUATION DATE	DEGREE/MAJOR
HIGH SCHOOL			
COLLEGE OR UNIVERSITY			
OTHER SCHOOLS (Graduate, technical, business, military, etc.)			

PLEASE LIST ALL SKILLS AND TRAINING THAT ARE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

---

PLEASE LIST ALL SOFTWARE APPLICATIONS AND OFFICE MACHINES YOU CAN OPERATE:

---

CAN YOU PERFORM THIS JOB (AS DETAILED VERBALLY OR IN THE JOB DESCRIPTION) WITH REASONABLE ACCOMODATION? YES \_\_\_ or NO \_\_\_, IF NO PLEASE EXPLAIN BELOW:

---

**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	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			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME EMPLOYER?	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT <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	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			

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Clubs of Albany (BGCA) 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 BGCA's review of this application and my candidacy for employment, I release BGCA 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 BGCA 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB APPLICANT AGREEMENT**

I understand that BGCA 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 BGCA. The use of this application does not indicate there are positions open and does not in any way obligate BGCA.

I also authorize BGCA 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 BGCA 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.

I understand that employment may be conditional upon a satisfactory drug test and understand that if I refuse to take or fail a drug test I will not be employed. I further agree that if I am employed I will be subject to drug and alcohol testing if there is reasonable suspicion that I am using drugs or reasonable cause to believe that I am under the influence of alcohol.

In consideration of my potential employment, I agree to conform to the rules of BGCA. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCA has a similar right. I understand my employment by BGCA 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 BGCA. I also understand that BGCA 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 Chief Executive Officer of BGCA has authority to make any other agreement.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date