



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

Boys & Girls Clubs of Central Wyoming
APPLICATION FOR EMPLOYMENT

Office use only Application Date: ___/___/___	Position: _____
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General

Last Name	First Name	MI	Telephone
Present Address			
Are you authorized to work in the United States? If you are a residing alien, give your alien number or present your alien card.			
How were you referred to the Boys & girls Clubs of Central Wyoming?			
Have you worked for a Boys & Girls Club before? (If yes, give dates, position, and location)			
Have you ever been convicted of a criminal offense? (If yes, please explain)			

Position Applied For

Title or Category	Salary Required
Date Available	Are you willing to travel?

Education

School (Name and Location)	Major	Years Attended	Graduate?	Degree
High School				
College or University				

Work Experience (Begin with most recent)

Employer	Your Title	
Employer's Address	Phone	
Dates of Employment	Starting Salary	Last Salary
Supervisor's Name	Supervisor's title	
Reason for Leaving		

Employer	Your Title	
Employer's Address	Phone	
Dates of Employment	Starting Salary	Last Salary
Supervisor's Name	Supervisor's title	
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Reason for Leaving		

Clerical Applicants

List all office machines you can operate	
List all computer programs you can operate	Words per minute

Youth Experience

Please list all your volunteer and work experience with youth.

Agency

Dates of volunteer work

Description of volunteer work

Supervisor's Name

Supervisor's Title

Reason for Leaving

Agency

Dates of volunteer work

Description of volunteer work

Supervisor's Name

Supervisor's Title

Reason for Leaving

Agency

Dates of volunteer work

Description of volunteer work

Supervisor's Name

Supervisor's Title

Reason for Leaving

References

Name

Employer

Years Known

Phone

I authorize the Boys & Girls Clubs of Central Wyoming to investigate all statements in this application and to secure any necessary information from employers, references, and academic institutions. I hereby release all said employers, references, and academic institutions and the Boys & Girls Clubs of Central Wyoming from all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications, and my suitability for employment with the Boys & Girls Clubs of Central Wyoming.

I also understand that any false or misleading statements will be sufficient cause for rejection of my application by the Boys & Girls Clubs of Central Wyoming. I also authorize the Boys & Girls Clubs of Central Wyoming to supply information about my employment record, in confidence, to any future prospective employer, government agency, or any other party having legal and proper interest, and I hereby release the Boys & Girls Clubs of Central Wyoming from any and all liability for providing this information.

I understand that nothing in this employment application, in the boys & Girls Clubs of Central Wyoming's policy statements or personnel guidelines is intended to create an employment contract between the Boys & Girls clubs of Central Wyoming and myself. I understand that the Boys & Girls Clubs of Central Wyoming has a 90 day probation period for all employees and can terminate at any time during that period. I also understand that if there is an employment relationship established that I have the right to terminate employment at any time.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

NOTE: The Boys & Girls Clubs of Central Wyoming is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of sex, age, religion, marital status, race, color, creed, national origin, or disability.