



Boys & Girls Club of Oyster Bay-East Norwich
 The Bahnik Youth Center
 1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

APPLICATION FOR EMPLOYMENT

Position Applying for: _____ Full Time Part Time Seasonal/Temporary

Referral Source: B&GC Website College Placement Office Indeed Advertisement
 Newspaper Advertisement Referral: _____ Social Media
 Other, please specify: _____

(Please Print)

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City & Zip)

Telephone: _____ Social Security Number: _____

Email Address: _____

Record of Employment:

Employer: _____ Telephone: _____
 City and State: _____ Position: _____
 Dates Employed: From: _____ To: _____
 Supervisor's Name: _____ Telephone: _____
 Reason for Leaving: _____

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 Dates Employed: From: _____ To: _____
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Employer: _____ Telephone: _____
 City and State: _____ Position: _____
 Dates Employed: From: _____ To: _____
 Supervisor's Name: _____ Telephone: _____
 Reason for Leaving: _____

Have you volunteered and/or worked for a Boys & Girls Club in the past? Yes _____ No _____

If so, please provide the dates, locations, and positions you held: _____

Education:

Please check the highest degree or level of school you have completed?

- 12th Grade or Less
- Graduated High School or Equivalent
- Some College, No Degree
- Associates Degree
- Bachelor's Degree
- Post-Graduate Degree

Application for Employment - Page Two

Degree/Credits: _____

Special Training/Certifications: _____

Can you provide proof of education? Yes _____ No _____

Are you at least 18 years of age? Yes _____ No _____

Are you either a U.S. citizen or an alien who is legally authorized to work in the job for which you are applying?

Yes _____ No _____

Pursuant to the Immigration Reform and Control Act of 1986, all new employees must produce documents, which are specified by the Federal Government, establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two hours after commencing employment. You will also be required to sign Form I-9 issued by the Federal Government verifying, under oath, your employment authorization.

Date you can start: _____

Do you have at present any physical, mental, or medical impairment, which would substantially interfere with your ability to perform the job for which you are applying? Yes _____ No _____

If so, please advise us of any reasonable accommodation that we could consider to assist you perform the job for which you are applying: _____

Have you ever been convicted of a crime other than a minor traffic offense? Yes _____ No _____

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? Yes _____ No _____

If the answer to either of the above questions is yes, please explain (state the date, type of offense/crime, place of occurrence, disposition, etc.).

(A criminal conviction will not necessarily be a bar to employment. We will consider the nature of any conviction, the facts surrounding that conviction and your subsequent rehabilitation in determining whether hiring you would present a risk to the Boys & Girls Club of Oyster Bay-East Norwich, its employees, or others. Consequently, we ask that you describe the nature of the crime, your subsequent rehabilitation and any facts you would like us to evaluate in determining whether you should be hired by our organization.)

Professional References:

List three professional references who can verify information regarding your character, general reputation and/or professional abilities.

Name of Reference	Address and Email	Daytime Phone Number	Relationship to Applicant	Number of Years Known

In consideration of my employment, I agree to conform to the rules and regulations of the Boys & Girls Club of Oyster Bay-East Norwich. If I am hired, I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Club or myself.

I hereby certify that all information provided by me on this form and during the pre-employment screening process is correct. I authorize the Boys & Girls Club of Oyster Bay-East Norwich to take all actions necessary to verify such information, including contacting references, former employers, education institutions and other persons who may have information that is relevant to my employment and to the information that I have provided to the Boys & Girls Club of Oyster Bay-East Norwich.

Boys & Girls Club of Oyster Bay-East Norwich is committed to hiring and employment of anyone willing and able to serve the needs of our children well. We will not discriminate due to race, religion, age, gender, national origin, marital status, or physical challenge.

Signature: _____ Date: _____