



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: _____

(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: _____
 Employer: _____ Telephone: _____
 Reason for Leaving: _____

Employer: _____ Telephone: _____
 City and State: _____ Position: _____
 Dates Employed: From: _____ To: _____
 Employer: _____ Telephone: _____
 Reason for Leaving: _____

Education:

Did you attend elementary school? Yes _____ No _____
 Did you attend high school? Yes _____ No _____
 Did you attend college? Yes _____ No _____

Degree/Credits: _____
 Special Training: _____

Can you provide proof of education (High School Diploma or equivalent or current transcript) 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: _____

How did you hear about the Boys & Girls Club? _____

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: _____

Application for Employment
Page Two

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

If yes, please describe nature of crime:

(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.)

Please describe any special skills you have that would enable you to perform the job for which you are applying:

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: _____