



**Application for Employment**

**INSTRUCTIONS** Please Read Carefully:

1. A separate cover letter must be completed and submitted for each position for which you seek consideration.
2. Applications must be received or delivered by 5:00 p.m. on or before the deadline date. Applications that are unsigned, incomplete or received after the deadline date will not be considered.
3. The Boys & Girls Club of Langlade County is not obligated to return resumes, transcripts, letters of references and other information submitted with the application.

**Persons hired by the Boys & Girls Club of Langlade County are required to present proof of identification and of their legal eligibility to work in the United States prior to beginning work. Only persons authorized to work in the United States will be hired for employment.**

**Please Type or Print Clearly in Ink**

Date \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_  
 Last First M.I.

Current Address \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Residence Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

Position Applied For \_\_\_\_\_

How did you hear about this position? (Please be specific, by giving name of newspaper, website, etc.) \_\_\_\_\_

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, age, marital or veteran status, sexual orientation, or the presence of a non-job-related medical condition or disability. The Americans with Disabilities Act requires employers to provide reasonable accommodations for known physical or mental disabilities of applicants.

**EDUCATION**

School	Name and Location	Major	Graduated	Degree
Graduate				
Undergraduate				
Business/Trade Technical				

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**EMPLOYMENT HISTORY**

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, volunteer and summer work. Be sure to indicate whether employment was full-time or part-time, and if part-time, indicate percent of part-time. Incomplete information may result in the disqualification of your application. Use supplemental sheets if necessary.

Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number	Street	City	State	Zip Code
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Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title				
Dates Employed From	_____	To	_____	Full-time or Part-time _____ % time
	Mo/Yr		Mo/Yr	

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number	Street	City	State	Zip Code
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Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title				
Dates Employed From	_____	To	_____	Full-time or Part-time _____ % time
	Mo/Yr		Mo/Yr	

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number	Street	City	State	Zip Code
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Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title				
Dates Employed From	_____	To	_____	Full-time or Part-time _____ % time
	Mo/Yr		Mo/Yr	

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_

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**We may contact the employers listed above, unless you indicate below those you do not wish us to contact.**

Employer \_\_\_\_\_ Reason \_\_\_\_\_

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**EMPLOYMENT HISTORY, CONTINUED**

Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number            Street                            City                            State                            Zip Code

Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Full-time or Part-time \_\_\_\_\_ % time  
Mo/Yr                            Mo/Yr

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number            Street                            City                            State                            Zip Code

Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Full-time or Part-time \_\_\_\_\_ % time  
Mo/Yr                            Mo/Yr

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_

Number            Street                            City                            State                            Zip Code

Position(s) \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Name, Title

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_ Full-time or Part-time \_\_\_\_\_ % time  
Mo/Yr                            Mo/Yr

Reason for Leaving \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**We may contact the employers listed above, unless you indicate below those you do not wish us to contact.**

Employer \_\_\_\_\_ Reason \_\_\_\_\_

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**GENERAL INFORMATION**

Type of employment sought:     \_\_\_ Permanent           \_\_\_ Full-time           \_\_\_ Part-time           \_\_\_ Summer

**Employment Availability**

(Specify only one of the following): Beginning \_\_\_\_\_ Upon \_\_\_\_\_ weeks notice to current employer  
Mo/Yr

If you are hired, can you provide proof that you are eligible for employment in the United States? Y/N

Have you previously worked for a Boys & Girls Club in the United States?     Y/N

If yes, please what location, position, and dates of employment.

\_\_\_\_\_  
\_\_\_\_\_  
Have you worked under any other name?     Y/N     (Required for verifying education, employment records, and references)  
If yes, please provide the name.

\_\_\_\_\_  
\_\_\_\_\_  
Are you related by blood or marriage to any person currently employed by the Boys & Girls Club of Langlade County?     Y/N  
If yes, please provide name, relationship to you, and the division/unit where employed.

\_\_\_\_\_  
\_\_\_\_\_  
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses?     Y/N

If yes, describe in full, including the date, city, state, and disposition of the conviction. (Inclusion of this information will not automatically disqualify an applicant from employment consideration. The type, seriousness, frequency of violations, age at time and date of conviction, work history, and education will all be taken into consideration.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**SKILLS**

Check the following skills and experiences which you possess.

- \_\_\_ Computer proficiency in:     \_\_\_ Word processing (specify packages) \_\_\_\_\_
- \_\_\_ Spreadsheets (specify packages) \_\_\_\_\_
- \_\_\_ Databases (specify packages) \_\_\_\_\_
- \_\_\_ E-mail
- \_\_\_ Internet
- \_\_\_ Website Design
- \_\_\_ Computer Programming (Specify Language)
- \_\_\_\_\_
- \_\_\_ Sign Language
- \_\_\_ Braille

List professional or business activities related to your ability to perform the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ADDITIONAL QUALIFICATIONS**

Please list any additional knowledge, training, skills, and qualifications such as fluency in a foreign language, public speaking, etc.

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List memberships in professional, honorary, or technical associations and organizations.

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List any publications, honors, or awards that would be of assistance in considering your application for employment.

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**REFERENCES**

Name	Years Known	Organization Position	Home/Business Address	Home/Business Phone
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**CERTIFICATION**

I certify to the best of my knowledge and belief that the responses given above are true and complete. In addition, I hereby authorize my current and former employers (including U.S. Government and the U.S. Military), personal references, registration and licensing boards, and educational institutions listed on my application for employment to provide the Boys & Girls Club of Langlade County with any job-related references or information requested. The Boys & Girls Club of Langlade County is authorized to conduct a police and court investigation of my background if relevant to the job for which I am applying. I understand that any misrepresentation or omission of material fact on this application may result in my disqualification or dismissal. I understand that acceptance of an offer of employment does not create an obligation of the employer for continual employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In some cases, the names of agencies that provided background information about an applicant may be provided upon request.

**Please return the completed application to:**

Send this completed form and all other application materials to the address indicated in the position announcement.