



BOYS & GIRLS CLUBS
OF BUFFALO

EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

POSITION(S) APPLIED FOR			APPLICATION DATE		
LAST NAME		FIRST NAME		MIDDLE INITIAL	
ADDRESS		CITY		STATE	ZIP
TELEPHONE				DRIVERS LICENSE NO	
DATE AVAILABLE FOR WORK		EMPLOYMENT TYPE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL			
Were you previously employed by this organization? <input type="checkbox"/> Yes, Date(s) _____ Department/ _____ <input type="checkbox"/> No					
List any relatives or friends working for this organization:					
NAME		RELATIONSHIP			
_____		_____			
_____		_____			
WORK EXPERIENCE – LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT					
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES		REASON FOR LEAVING	
		per			
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES		REASON FOR LEAVING	
		per			
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES		REASON FOR LEAVING	
		per			
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES		REASON FOR LEAVING	
		per			
May we contact the above employers? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", indicate which one(s) you do not wish us to contact.					
Have you served an apprenticeship? <input type="checkbox"/> No <input type="checkbox"/> Yes		TYPE OF TRADE			DATES
If Yes where?					
SPECIAL SKILLS AND QUALIFICATIONS – MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED.					



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EDUCATION

NAME	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY	
HIGH SCHOOL					
COLLEGE				MAJOR	DEGREE
OTHER					

MISCELLANEOUS INFORMATION

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by court? (A conviction record will not necessarily be a bar to employment.) Yes No
 If "Yes" please explain and describe in full detail:

Can you with or without reasonable accommodations perform the essential functions of this job? Yes No. If you have any questions about the functions of the job please ask the interviewer before answering this question.

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means? Yes No

If you are under 18, are you able to furnish a work permit? Yes No

Are you able to perform the job(s) for which you are applying? Yes No

APPLICANT'S CERTIFICATION – Please read carefully before signing.

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment. I authorize the Boys & Girls Clubs of Buffalo, Inc., as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character and ability.

I further acknowledge and agree that no manager or representative of the Boys & Girls Clubs of Buffalo, Inc. has any authority to enter into any employment agreement, I understand and agree that, if I am employed, I will be an at-will employee and the Boys & Girls Clubs of Buffalo, Inc. may terminate my employment at any time and for any or no reason without prior notice.

APPLICANT'S SIGNATURE	DATE
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DO NOT WRITE BELOW – FOR COMPANY USE ONLY

Interviewed <input type="checkbox"/> No <input type="checkbox"/> Yes DATE _____ TIME _____	Acceptable for Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Dept. _____ Clock No. _____
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Please drop off, email or mail completed application to:
Boys & Girls Clubs of Buffalo
Human Resources Administrator
282 Babcock Street
Buffalo, NY 14210
Telephone: (716) 825-1016
 Careers@bgcbuffalo.org



**Boys & Girls Clubs
of Buffalo**
The positive place for kids

Applicant's name: _____

EMPLOYMENT REFERENCES

Please provide names of three (3) persons that you were employed by (not co-workers):

NAME	ADDRESS	TELEPHONE
1. _____	_____	Home: _____
	_____	Work: _____
2. _____	_____	Home: _____
	_____	Work: _____
3. _____	_____	Home: _____
	_____	Work: _____

PERSONAL REFERENCES

Please provide names of three (3) persons not related to you:

NAME	ADDRESS	TELEPHONE
1. _____	_____	Home: _____
	_____	Work: _____
2. _____	_____	Home: _____
	_____	Work: _____
3. _____	_____	Home: _____
	_____	Work: _____