



Boys and Girls Club-DL EMPLOYEE APPLICATION

1271 Highway 10 West • Detroit Lakes, MN 56501

The Boys & Girls Club of Detroit Lakes is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, to safeguard the wellbeing of the youth we serve, the Boys & Girls Club will investigate the accuracy of information provided in the application process for all applicants before appointment or hiring takes place. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies, police departments, government agencies, and personal references.

The Boys & Girls Club is an equal opportunity employer and service provider. We are dedicated to a policy of nondiscrimination in employment on any basis, including but not limited to race, color, creed, religion, national origin, sex, age, marital status, disability, protected veteran status, sexual orientation, or status in regard to public assistance.

Applications remain on file for twelve (12) months.

Conditions of employment: All employees of the Boys & Girls Club of Detroit Lakes are "at will" employees. As such, they are retained at the discretion of the Club's executive director and the Club's Board of Directors. The Boys & Girls Club retains sole discretion to make determinations of appropriate action to be taken in response to inappropriate, improper, or illegal employee conduct. The executive director and Board of Directors shall retain sole discretion to determine the definition of inappropriate or improper conduct. Additional policies may be added from time to time as necessary, without prior notice, at the discretion of the executive director or the Board of Directors.

All individuals conditionally offered employment at the Boys & Girls Club of Detroit Lakes will be subject to a criminal background check at the time the offer of employment is communicated. Employment with the Boys & Girls Club is contingent on the results of the criminal background check. Individuals on whom a criminal background check will be conducted will complete a form providing their consent to the check being completed and providing all relevant information necessary to complete the criminal background check. The Club's Employee & Volunteer Background Check Policy sets forth the guidelines used by Boys & Girls Club in making employment decisions as related to information obtained in background check(s). Criminal background checks will be performed on all employees and volunteers every 12 months.

APPLICANT'S STATEMENT OF AGREEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsification or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, current and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Boys & Girls Club of Detroit Lakes with relevant information that may be required to arrive at an employment decision.

Applicant Signature

Date



Please Print: **Application For Employment**

PERSONAL INFORMATION

Date: ___/___/___
 Name: (Last) _____ (First) _____ (Middle) _____
 Present Address: (must have 3 years of address listed) _____
 Previous Address: _____
 Previous Address: _____
 Phone Number: _____ Email Address: _____
 Are you legally authorized to work in the U.S. Yes No Are You Under The Age Of 18? Yes No
 If Hired, Can You Furnish Proof That You Are Legally Permitted To Work In The U.S.? Yes No
 Referred By: Advertisement Friend Walk-in Relative Employment

Case of Emergency notify: _____ Relationship: _____
 Home phone number: (____) _____ - _____ Work phone number: (____) _____ - _____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____
 Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer: Yes No
 Type Of Employment You Are Seeking: Regular Part-Time
 Temporary - From _____ To _____

EDUCATION

	Name And Location Of School	The Last Year Completed	Did You Graduate	Subjects Studied And Degree(s) Received
High School		1 2 3 4 ○ ○ ○ ○	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business Or Correspondence School		1 2 3 4 ○ ○ ○ ○	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4 ○ ○ ○ ○	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Special Skills Or Experience?

Complete All Marked Areas

FORMER EMPLOYERS

List Below Last Three Employers, Starting With The Last One First

<i>Date: Month and Year</i>	<i>Name, Address and Telephone Number of Employer</i>	<i>Last Pay Rate</i>	<i>Position</i>	<i>Immediate Supervisor</i>	<i>Reason For Leaving</i>
<i>From:</i>					
<i>To:</i>					
<i>From:</i>					
<i>To:</i>					
<i>From:</i>					
<i>To:</i>					

REFERENCES

Give Below The Name Of Three Persons Not Related To You, Whom You Have Known At Least One Year

<i>Name</i>	<i>Address</i>	<i>Business</i>	<i>Telephone</i>

PHYSICAL RECORD

Are you able to perform the essential functions of the job? Yes No

What other qualifications should be considered? _____

This application was completed by me, all entries upon it and information in it are true and complete to the best of my knowledge. Any false or misleading information furnished by me on this application or other required documents or in connection with my application shall result in denial of employment or, if employed by PRO Resources Corporation, the termination of my employment. PRO Resources Corporation has my consent to make a thorough investigation on my background, including my past employment, references furnished, education and any other activities, and I release all persons, firms or entities supplying such information from any and all liability and damages on account of supplying such information. I further agree to indemnify PRO Resources Corporation against any and all liability that may result from making such an investigation. PRO Resources Corporation participates in E-Verify.

I also acknowledge and understand that I am applying for employment with PRO Resources Corporation, that if hired I will be an employee of PRO Resources Corporation, and that I can be terminated at any time with or without cause. I understand and agree that if I am employed by PRO Resources Corporation, as a condition of my employment with PRO Resources Corporation, PRO Resources Corporation has the right to transfer my services to any available position, therefore, I agree to accept a position that I am qualified to perform. In the event that training may be needed, I agree to participate in any training that may be necessary to satisfy the position. I further agree that I will abide by all the rules, regulations and policies of PRO Resources Corporation and that failure to do so may be cause for termination. I further agree that in the event I am advanced any money by PRO Resources Corporation or any of its subscribers, and fail to make payment as agreed, PRO Resources Corporation may deduct the amount unpaid from any wage I may have coming.

Applicant Signature: _____ *Date:* _____

Interviewed By: _____ *Date:* _____

Applicant Should Be Sent To: _____



Stop here unless you have been hired!