



APPLICATION FOR EMPLOYMENT

150 Richwood Road, P.O. Box 83
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 www.bgcdl.org

BOYS & GIRLS CLUBS
 OF DETROIT LAKES & PERHAM

GREAT FUTURES START HERE.

Our mission is "to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens."

APPLICANT INFORMATION (please print)

Name	First	Middle	Last
Current Date	\ \	Email	
Physical Address			
Mailing Address (if different)			
City	State	ZIP	
Home Phone	Cell Phone		
Desired Position	<input type="checkbox"/> Program Leader (check interests) <input type="checkbox"/> Administrative <input type="checkbox"/> Health & Physical Recreation <input type="checkbox"/> _____ <input type="checkbox"/> Social Recreation (specify) <input type="checkbox"/> Homework Help/Tutoring <input type="checkbox"/> Transportation <input type="checkbox"/> Small Group Leadership <input type="checkbox"/> Other <input type="checkbox"/> Arts & Crafts Activities <input type="checkbox"/> Teens Seeking: <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment		
Salary Expected	Date Available to Work		
Seasons/Days/Hours Available to Work (check all that apply, fill in other information as appropriate)	<input type="checkbox"/> School Year (September through May) <input type="checkbox"/> Summer (June through August) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
Are you legally eligible to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever worked for a Boys & Girls Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what Club did you work for, what was your position, and when did you work there?		
Referral Source	<input type="checkbox"/> Newspaper ad <input type="checkbox"/> Radio ad <input type="checkbox"/> Job service/career office <input type="checkbox"/> Internet <input type="checkbox"/> Club employee <input type="checkbox"/> Walk-in <input type="checkbox"/> Family or friend <input type="checkbox"/> Other		

EDUCATION

School	Name & Location of School	Course of Study	# of Years Completed	Graduated	Degree
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY (list most recent first)

Employer #1					
Company		Supervisor			
Address		Phone			
City, State, ZIP		Dates Employed	/ /	to	/ /
Job Title		Salary	Start: \$	End: \$	
Job Duties					
Reason for Leaving		If current employer, may we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer #2					
Company		Supervisor			
Address		Phone			
City, State, ZIP		Dates Employed	/ /	to	/ /
Job Title		Salary	Start: \$	End: \$	
Job Duties					
Reason for Leaving					
Employer #3					
Company		Supervisor			
Address		Phone			
City, State, ZIP		Dates Employed	/ /	to	/ /
Job Title		Salary	Start: \$	End: \$	
Job Duties					
Reason for Leaving					

MILITARY SERVICE

Branch		Dates	/ /	to	/ /
Rank at Discharge		Type of Discharge			

VOLUNTEER EXPERIENCE

Organization #1			
Company		Contact Person	
Address		Phone	
City, State, ZIP		Dates Volunteered	/ / to / /
Duties			
Reason for Leaving			
Organization #2			
Company		Contact Person	
Address		Phone	
City, State, ZIP		Dates Volunteered	/ / to / /
Duties			
Reason for Leaving			

PERSONAL REFERENCES (exclude previous supervisors and relatives)

Name		Phone #1	
Relationship		Phone #2	
Name		Phone #1	
Relationship		Phone #2	

GENERAL INFORMATION

Please include any other information you think would be helpful to us in considering you for the specific position you are applying for, such as activities, accomplishments, other skills and abilities, etc.

Is there anything that would prohibit you from doing the job for which you are applying? Yes No
 If yes, please explain:

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