



# Boys & Girls Clubs of Abilene, Inc.

## Employment Application

Please read carefully and answer all questions. Applicants will not be considered for employment unless all of the questions in this application are filled out completely. A resume may be attached but is not required.

Club Branch applying for:			Position:		
<b><u>PERSONAL INFORMATION</u></b>					
Name (last, middle, first):			Social Security Number:		
Street Address:	City:	State:	Zip:		
Home Phone Number:	Cell Phone Number:	Work Phone Number:			
Date you can start work:	Desired Salary	High School Diploma or GED: (circle one) Yes / No			
<b><u>POSITION INFORMATION</u></b> circle all that apply to you (School year hours of operation are from 3:00 – 7:00 pm)					
Days of the week available to work:                      Monday / Tuesday / Wednesday / Thursday / Friday					
Are you currently a college student?    Yes / No					
If yes, are you eligible for work-study?    Yes / No / Not sure					
If work-study eligible, what university?    ACU / HSU / McM					
Have you ever been convicted of a crime other than a minor traffic violation? (circle one)                      YES                      NO					
If yes, please explain:					
<b><u>QUALIFICATIONS</u></b> Please List any education or training you feel relates to the position applying for that would help you perform the work, such as, Schools, colleges, degrees, vocational or technical programs, and military training.					
	School Name/City/State	From Mo/Year	To Mo/Year	Degree Received	Areas of Specialization
College					
Vocational/ Technical					
Other					
<b><u>SPECIAL SKILLS</u></b> Please list any special skills or experiences that you feel would help you in the position you are applying for:					

**REFERENCES** Please list three professional and personal references not related to you.

Name:	Address/city/state:	Phone:	Relationship:

**WORK HISTORY** Start with your current or most recent employment and work back. Use separate sheet if necessary

<b>Job Title #1:</b>	Start Date:	End Date:
Company Name:	Supervisor:	Phone Number:
City:	State:	Zip
Duties		
Reason for leaving:	Starting Salary:	Ending Salary:

**May we contact your current employer?      Yes / No / N/A**

<b>Job Title #2:</b>	Start Date:	End Date:
Company Name:	Supervisor:	Phone Number:
City:	State:	Zip
Duties		
Reason for leaving:	Starting Salary:	Ending Salary:

<b>Job Title #3:</b>	Start Date:	End Date:
Company Name:	Supervisor:	Phone Number:
City:	State:	Zip
Duties		
Reason for leaving:	Starting Salary:	Ending Salary:

*I declare that all of the foregoing statements are true and correct to the best of my knowledge. I authorize the Boys and Girls Clubs of Abilene to conduct a background check, including criminal history and driving record; and to contact my present and past employers, schools, and references to determine my suitability for employment. I hereby release the Boys & Girls Clubs of Abilene from all liabilities resulting from these inquiries.*

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**Applicant Signature**

\_\_\_\_\_  
**Date**