



**BOYS & GIRLS CLUB**  
OF MANCHESTER

# APPLICATION FOR EMPLOYMENT

555 Union Street  
Manchester, NH 03104  
603-625-5982

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Boys & Girls Club of Manchester is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

## PERSONAL INFORMATION

Candidate's Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Telephone # : \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

Are you 18 years old or older? Yes [ ] No [ ]

Are you legally authorized to work in the U.S.? Yes [ ] No [ ]

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? Yes [ ] No [ ]

Have you ever worked or attended school under another name? Yes [ ] No [ ]

If so, under what name?

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Have you ever been arrested for or convicted of a crime that has not been annulled by a court\*  
Yes [ ] No [ ]

If yes, give details, including date(s): \_\_\_\_\_

\_\_\_\_\_

\*A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

If offered the position, do you allow Boys & Girls Club of Manchester to do a criminal background check as a condition of employment? Yes [ ] No [ ]

Are you willing to take a drug test as a condition of employment if the position you are applying for requires it? Yes [ ] No [ ]

### **POSITION / AVAILABILITY**

Position Sought: \_\_\_\_\_

Available Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Do you prefer: [ ] Full-Time [ ] Part-Time \_\_\_\_\_

Days/hours available: \_\_\_\_\_

Total hours per week desired: \_\_\_\_\_ Are you available to work overtime? Yes [ ] No [ ]

Nights? Yes [ ] No [ ] If required for the position for which you're applying.

### **MILITARY EXPERIENCE**

Have you served in the US military? Yes [ ] No [ ]

If Yes, please describe any relevant skills acquired while serving in the US military.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

	Name and Location	Graduated	Major/Subject of Study
High School		Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	
Technical School		Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] Degree In:	
College or University		Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] Degree In:	
Postgraduate School		Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] Degree In:	

Do you have any Licenses, Certifications or other credentials relevant to the position for which you have applied? Yes [  ] No [  ]

If Yes, please list all such credentials you possess (attach additional pieces of paper, if necessary).


## EMPLOYMENT HISTORY

Company Name (Last 5 years)	Dates From/To	Position Held  Duties	Reason for Leaving	Supervisor Name and Title May We Contact?
Company:  City, State:  Tel #:		Position:  Duties:		Name:  Title:  <input type="checkbox"/> Y <input type="checkbox"/> N
Company:  City, State:  Tel #:		Position:  Duties:		Name:  Title:  <input type="checkbox"/> Y <input type="checkbox"/> N
Company:  City, State:  Tel #:		Position:  Duties:		Name:  Title:  <input type="checkbox"/> Y <input type="checkbox"/> N

Company:  City, State:  Tel #:		Position:  Duties:		Name:  Title:  [ ] Y [ ] N
Company:  City, State:  Tel #:		Position:  Duties:		Name:  Title:  [ ] Y [ ] N

*Attach an additional piece of paper or write on the back  
if more entries are needed for employment history.*

Please indicate if we can contact your current employer? Yes [ ] No [ ]

Have you previously worked for the Boys & Girls of Club of Manchester? Yes [ ] No [ ]

If yes, from \_\_\_\_\_ to \_\_\_\_\_.

Reason(s) for leaving:

\_\_\_\_\_

How did you learn about this opening?

\_\_\_\_\_

Do you have any friends or family members that work for Boys & Girls Club of Manchester?

Yes [ ] No [ ] If yes, provide names: \_\_\_\_\_

If you have any additional documents to support your application, such as a **Resume** and **Professional References** you may attach those documents to this application.

## **DISCLAIMERS**

We are glad you are interested in joining Boys & Girls Club of Manchester's team. Please read the following statements carefully before you agree and submit this application.

Boys & Girls Club of Manchester, in considering your application for employment, may verify the information set forth on this application and obtain additional information related to your background.

Boys & Girls Club of Manchester offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

## **NOTE TO CANDIDATE**

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

## **ACKNOWLEDGMENT AND AUTHORIZATION**

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring. I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by Boys & Girls Club of Manchester, can be grounds for my immediate termination from Boys & Girls Club of Manchester.

I authorize Boys & Girls Club of Manchester to check and verify any and all information listed above, including but not limited to my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have provided to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, Boys & Girls Club of Manchester can terminate my employment at any time with or without cause, unless otherwise required by law. I further understand that no one other than Boys & Girls Club of Manchester has the authority to enter into an employment contract or agreement with me and that my at-will employment can be changed only by a written agreement.

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Candidate's Signature

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Date