

Application for Employment



**BOYS & GIRLS CLUB
OF THE BERKSHIRES**

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This organization does not discriminate in the recruitment of Part-Time Staff on the basis of race, color, religion, national origin, sex, gender identity, or disability. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its completion does not imply that you will be hired. Please read all the questions carefully and call **413-448-8258 (x33)** if you have any questions.

Personal Information

Name _____ Nickname (if any) _____

Email _____ Date of Birth _____

Cell Phone Number _____ Preferred Contact Number _____

Current Address _____

City _____ State _____ Zip Code _____

If employed, can you submit verification of your legal right to work in the United State?

Yes _____ No _____

(If yes and you are under the age of 18, you are required to submit working papers, naming 16 Melville St. as your workplace address prior to being hired.)

Have you ever been convicted of a felony, or for child abuse or a sex-related crime?

Yes _____ No _____

If you answered yes above, please explain in the space provided below. Note: A conviction does not disqualify you.

If you are hired, do you consent to a National Sex Offender search/CORI?

Yes _____ No _____

Are you presently employed?

Yes _____ No _____

Have you ever applied at the Boys & Girls Club before?

Yes _____ No _____

Education Information

Highest level of education:

Some High School _____

High School Diploma/GED _____

Year of Completion: _____

Some College _____

Bachelor's Degree _____

Year of Completion: _____

Other: _____

Are you currently enrolled in school full time?

Yes _____

No _____

If yes, where are you currently enrolled? _____

Any other education information you wish to disclose?

Previous Employment Information

- Please list most recent employment first. Include employment of the last five years:

Company Name _____

Company Contact Information _____

Job Title _____ Date of Employment _____

Job Description & Duties

Are you still employed? (If no, please answer below)

Yes _____

No _____

Reason for Leaving:

Company Name_____

Company Contact Information_____

Job Title_____ Date of Employment_____

Job Description & Duties

Are you still employed? (If no, please answer below) Yes_____ No_____

Reason for Leaving:

Areas you are most interested in working in at The Boys & Girls Club of the Berkshires:

Select all that apply

CONCESSION_____ DROP IN PROGRAMS_____ FRONT DESK_____ GYM_____

AFTER SCHOOL PROGRAM_____ CHILDRENS CENTER_____ LIFEGUARD_____

RINK_____ TEEN CENTER_____ CAMP RUSSELL_____

OTHER: _____

What days/time are you available to work?

To

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

If Applying for Camp Russell, Please

select one:

Day Camp _____

Sports Camp _____

Rec Therapy _____

Lifeguard _____

Other _____

ALL LIFEGUARDS ARE REQUIRED TO SUBMIT CURRENT LIFEGUARD CERTIFICATION

Do you have any experience in First Aid/CPR? **Yes**_____ **No**_____

How many hours a week are you willing to work? _____

Are you available to work weekends? **Yes**_____ **No**_____

If employed at Camp Russell, will you be able to commit to all 8 weeks of camp?

Yes_____ **No**_____

If no, what week/s are you unable to attend? _____

Pertinent Information

Are you willing to have restricted cell phone use at work **Yes**_____ **No**_____

Are you opposed to wearing a STAFF t-shirt to identify yourself while on Camp property? **Yes**_____ **No**_____

Are you comfortable being a “Mandated Reporter” to the Massachusetts Dept. of Children & Families? **Yes**_____ **No**_____

Are you opposed to signing an “Abuse Prevention Policy” required by The Club? **Yes**_____ **No**_____

Are you opposed to signing a “Conflict of Interest Policy required by The Club? **Yes**_____ **No**_____

Do you have any experience working with children?
List ANY experience with children you may have below:

References:

In the space provided below, please list personal/work references that we may contact.

(Please note: if you have been employed by the club previously, you are allowed to list **two staff members as references only.**)

1. Name _____

Phone Number _____

Relation _____

2. Name_____

Phone Number _____

Relation_____

3. Name_____

Phone Number _____

Relation_____

Date of Interview: _____

Interviewed/Hired By: _____

APPLICANT HAS PASSED ALL BACKGROUND CHECKS YES_____ NO_____ date_____

Human Resource Director _____ Date_____