

DATE _____



20 Exchange Street
Waltham, MA 02451
781-893-6620

Employment Application

Applicant Information

Full Name: _____ DOB: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO Note: conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.t

If yes, explain: _____

Are you at least 18 years of age? Yes _____ No _____ If Not 18 do you have a work permit Yes _____ No _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

Yes _____ NO _____

If NO please describe accommodations needed _____

Please initial each statement

I understand that the Waltham Boys & Girls Club (WBGC) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers, as specified on this employment application, to answer any and all question based upon information available to them in my prior employment records.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

EMPLOYER REFERENCE FORM

Reference Name: _____ Date _____

Reference Occupation/Company _____

Reference Telephone # & ext. _____

Applicant Name _____

Please indicate for the above applicant the dates of employment.	From: To:
For what position did you hire the above applicant?	
What position did the applicant hold prior to leaving your company?	
What was the applicant's rate of pay?	
How would you evaluate the applicant's performance?	
Was the applicant punctual? If no explain	
How did the applicant get along with co-workers?	
How did the applicant get along with supervisors/management?	
Why did the applicant leave your company?	
Would you rehire this applicant? If no, please explain	
Comments	

Completed By: _____ Date: _____



**WALTHAM
BOYS & GIRLS CLUB**

Personal Reference Form

Reference Name _____ Date _____

Relationship to Applicant _____

Applicant Name _____

How may we contact you? Email _____ Phone _____

How long have you know the applicant?

Please describe his/her character

Would you consider the applicant to be reliable?

In your opinion, is there any reason why the applicant should not be working with children?

If you had the opportunity, would you hire this person?

If no.... please explain

How does the applicant get along with others?

Is there any other information you would like to share that would assist us in making a hiring decision?

Completed by _____ Date _____



**WALTHAM
BOYS & GIRLS CLUB**

It is understood that my job position requires me to either drive a company vehicle or my own car on company business. I understand that the insurance company writing your automobile insurance requires a copy of my current driving record to assess my insurability. I also understand that I have the right to see a copy of my Motor Vehicle record.

By this letter and signature I hereby authorize the insurance company and or its agents to obtain the necessary motor vehicle records.

Printed name _____

Signature _____

License # _____ State _____

DOB _____ Dated _____