



**BOYS & GIRLS CLUB**  
OF MANCHESTER

# APPLICATION FOR EMPLOYMENT

Boys & Girls Club of Manchester  
555 Union Street, Manchester, NH 03104  
603-625-5982

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

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

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

Home Phone Number: \_\_\_\_\_

Position applied for: \_\_\_\_\_ ☐ Full Time ☐ Part Time

Specify days and hours if part time: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends of yours working for us: \_\_\_\_\_

If your application is considered favorably, on what date would you be available for work? \_\_\_\_\_

What method of transportation will you use to get to work? \_\_\_\_\_

Are there any experiences, skills, or qualification which you feel would especially fit you for work with our organization? \_\_\_\_\_

Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

## **Record of Education**

<b>School</b>	<b>City &amp; State</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Did you Graduate</b>	<b>List Diploma or Degree</b>
Elementary					
High School					
College					
Other:					

## **Past Employment**

<b>Name, Address, Phone Number of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Describe the Work You Did</b>	<b>Weekly Starting Salary</b>	<b>Weekly Last Salary</b>	<b>Reason for Leaving</b>	<b>Name of Supervisor</b>

## **Personal References** (not former employees or relatives)

<b>Name &amp; Occupation</b>	<b>Address</b>	<b>Phone Number</b>

## **Military Service Record**

Were you in the US Armed Forces?      ☐    Yes      ☐    No

If yes, what branch: \_\_\_\_\_

Dates of Duty \_\_\_\_\_ to \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

List Duties in the service including special training: \_\_\_\_\_

\_\_\_\_\_

Have you taken any training under the GI Bill of Rights?      ☐    Yes      ☐    No

If yes, what training: \_\_\_\_\_

\_\_\_\_\_

## **Personal Information**

Within the past two years, have you been found guilty of any traffic violations?

☐    Yes      ☐    No

If yes, what violation(s): \_\_\_\_\_

\_\_\_\_\_

Have you ever been charged with child abuse or neglect?

☐    Yes      ☐    No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for any other crime?

☐ Yes   ☐ No

If yes, what crime(s): \_\_\_\_\_

\_\_\_\_\_

Were you convicted?

☐ Yes   ☐ No

I am aware of and agree to allow the Boys & Girls Club of Manchester to conduct a police background check on me.

The facts set forth in my Application for Employment are true and complete. I understand that if employed, false statements on the application shall be considered sufficient cause for dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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