

## Boys and Girls Clubs of the Great Lakes Bay Region

Administrative Office  
300 W. Lafayette Street  
Bay City, Michigan 48706  
PH: 892-6723 FAX: 892-5538

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

### Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Have you ever applied for employment with the Boys & Girls Clubs of the Great Lakes Bay Region?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, when?: \_\_\_\_\_

### Position Desired

Title: \_\_\_\_\_

Which Unit: Bay City \_\_\_\_\_ Essexville \_\_\_\_\_ Pinconning \_\_\_\_\_ Saginaw \_\_\_\_\_ Carrollton \_\_\_\_\_

### Work Eligibility

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Days Available: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_

Hours Available: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_

Are you 17 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \* Yes:

\_\_\_\_\_ No: \_\_\_\_\_

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

*\*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.*

### Please List 2 References

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

**Education**

High School Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Graduate: \_\_\_\_\_  
College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_  
Did You Graduate? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Degree: \_\_\_\_\_

Do you have other special training, skills or abilities (as in spoken and/or written languages, computer software knowledge, coaching experience, organizing sporting events, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History**

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

*Position #1*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Pay: \_\_\_\_\_ Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why not? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

*Position #2*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Hourly Pay: \_\_\_\_\_ Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why not? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Agreement of the Transfer of Information**

- We are an AT WILL EMPLOYER and all new employees are subject to a 90 day probation period.
- Applicants will have background check done by employer preferably prior to employment.
- Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, mis-statement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

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

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

\*Please attach resume to application if available.

Your application will remain on file at the Boys & Girls Clubs of the Great Lakes Bay Region for one year