



**BOYS & GIRLS CLUB  
OF THE FLATHEAD  
RESERVATION & LAKE CO.**

## EMPLOYMENT APPLICATION

*An Equal Opportunity Employer*

*This application does not in any way discriminate against applicants on the basis of race, creed, religion, national origin, age, disability, marital status, sex or pregnancy. No information on this application will be used in any discriminatory manner. Please print clearly.*

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Personal Information

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Other Names Used: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, ST: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Do you have adequate means of transportation, including a valid MT Drivers License that would allow you to drive for our organization?  YES  NO

Drivers License - State: \_\_\_\_\_ Type/ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Position of Inquiry

Title/ Category: \_\_\_\_\_

Requested Wage: \_\_\_\_\_ Date Available: \_\_\_\_\_

Why would you like to work for the Boys & Girls Club? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Background with the Boys & Girls Club

Have you ever been a member of the Boys & Girls Club?  YES  NO

If yes, name/ location of Club: \_\_\_\_\_

How long were you a member? \_\_\_\_\_

Have you ever volunteered at or been employed by a Boys & Girls Club?  YES  NO

Position(s): \_\_\_\_\_ if yes, name/ location of Club: \_\_\_\_\_

### Skills, Qualifications & Education

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Graduate?  YES  NO

College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Graduate:  YES  NO

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies?  YES  NO

If yes, where, when and what courses? \_\_\_\_\_

Please list any scholastic honors, offices held and/or extracurricular activities involved in during high school and/or college:

Please summarize any special skills and/or qualifications acquired from your education, previous employment or hobbies, which may be related to this job:

### Previous Employment (Most Recent to Least Recent)

Name of Organization: _____		Location: _____	
Position: _____		Dates of Employment: ___/___/___ - ___/___/___	
Job Description (duties and skills): _____			
Supervisor: _____		Phone Number: _____	
Reason for leaving: _____		Permission to Contact Supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name of Organization: _____		Location: _____	
Position: _____		Dates of Employment: ___/___/___ - ___/___/___	
Job Description (duties and skills): _____			
Supervisor: _____		Phone Number: _____	
Reason for leaving: _____		Permission to Contact Supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name of Organization: \_\_\_\_\_ Location: \_\_\_\_\_  
Position: \_\_\_\_\_ Dates of Employment: \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_  
Job Description (duties and skills): \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Permission to Contact Supervisor:  YES  NO

**Capability/ Reliability**

Is there any reason you would be unable or unwilling to perform any of the tasks required by the job for which you are applying?  YES  NO

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

Is there any reason why you would be unwilling/ unable to report to work on time every day, on a regular and consistent basis?  YES  NO

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

# EMPLOYMENT BACKGROUND VERIFICATION AUTHORIZATION

## APPLICANT—PLEASE COMPLETE THE SECTION BELOW & SIGN

(Only Human Resources sees the information below - it is not made available to hiring supervisors or others in the organization. If you are not selected for the position, this form is shredded and not retained in our files.)

Name (please print): \_\_\_\_\_  
Last First Middle

Maiden/Alias Names: \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment.

Please list addresses and dates for the past 7 years:

Current \_\_\_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

I hereby authorize Boys & Girls Club of the Flathead Reservation and Lake County to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained in my application and/or obtain any other information which may determine my qualifications for employment.

I release the club and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regard to the information obtained from any and all of the above referenced sources.

I understand that any offer of employment is contingent on a satisfactory background investigation. I also understand prior to the submission of fingerprints to DOJ/CRISS, I will be supplied with a copy of Background Verification Authorization form to review and sign. I understand that, if employed, signed forms will be kept in my personnel file for 5 years or the length of employment, whichever is longer.

I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_