



**BOYS & GIRLS CLUBS
OF SOUTHERN MARYLAND**

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name: Last _____ First _____ Middle Initial _____

Address: _____

Are you authorized to work in the U.S.? If you are a resident alien, please give your alien number or present your resident alien card.

YES _____ NO _____

Are you at least 18 years of age?

YES _____ NO _____

Have you ever been convicted of a criminal offence?

YES _____ NO _____

Misdemeanor _____

Felony _____

How were you referred to the BGCSM? _____

Do you have any relatives employed by the BGCSM? NO ___ YES _____ (list dates & positions):

POSITION

Position Applied For: _____

Date Available: _____

Salary Required: _____

Are you willing to travel? YES _____ NO _____

EDUCATION

School	Name & Location	Major	Graduate YES NO	Degree
High School				
College / University				
Other Schools (graduate, technical, business, military, etc.)				

CLERICAL APPLICANTS

Words a Minute: _____

Office Machines and/or software you are familiar with: _____

WORK EXPERIENCE

Start with most recent employer first.

1	Company Name:	Position Held:	
	Address:		
	Street	City, State	Zip Code
	Date Started:	Starting Salary:	
	Date Ended:	Ending Salary:	
	Supervisor:	Position:	Phone:
	Can the BGCSM contact? YES NO		
	Brief Description of Duties:		
Reason For Leaving:			
2	Company Name:	Position Held:	
	Address:		
	Street	City, State	Zip Code
	Date Started: /	Starting Salary:	
	Date Ended:	Ending Salary:	
	Supervisor:	Position:	Phone:
	Can the BGCSM contact? YES NO		
	Brief Description of Duties:		
Reason For Leaving:			
3	Company Name:	Position Held:	
	Address:		
	Street	City, State	Zip Code
	Date Started:	Starting Salary:	
	Date Ended:	Ending Salary:	
	Supervisor:	Position:	Phone:
	Can the BGCSM contact? YES NO		
	Brief Description of Duties:		
Reason For Leaving:			

Can you perform the essential functions of this job with or without a reasonable accommodation?

I authorize Boys & Girls Clubs of Southern Maryland (BGCSM) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and BGCSM from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with BGCSM. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCSM has not employed me or immediate dismissal if BGCSM has employed me. I also authorize BGCSM to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCSM from any and all liability for its providing this information.

I understand that nothing in this employment application, in BGCSM policy statements or personnel guidelines, or in my communications with any BGCSM official is intended to create an employment contract between BGCSM and me. I also understand that BGCSM has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if any employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCSM retains the right to terminate my employment at any time for any reason.

Under Maryland law, any employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. I understand that any offer of employment will be conditional upon the passing of a criminal background check. In the event of my employment with the BGCSM, I will comply with all rules, regulations and policies set forth in the BGCSM policy manual and employee handbook or other communications distributed by the BGCSM.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date