



**BOYS & GIRLS CLUB  
OF PAWTUCKET**

Please Return Application To:  
Boys & Girls Club of Pawtucket  
One Moeller Place  
Pawtucket, RI 02860

## Staff Application

The Boys & Girls Club of Pawtucket is an Equal Opportunity Employer and does not discriminate against any employees or applicants because of race, color, religion, age, sex, national origin, handicap or sexual orientation. No question on this application is intended to secure information for such discrimination.

**PLEASE PRINT**

Applicant's Full Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

If you are under the age of 18, can you provide working papers? Yes / No

Are you legally able to work in the United States? Yes / No

Position Applied for: \_\_\_\_\_ Dates you are able to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you applying for:  Full Time  Part Time

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

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Were you previously employed at any branch of the Boys & Girls Club of Pawtucket? Yes / No

### EDUCATIONAL RECORD

**High School**

Name of School: \_\_\_\_\_

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

Years Completed: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Certificate / Degree Earned: \_\_\_\_\_

**College**

Name of School: \_\_\_\_\_

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

Years Completed: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Certificate / Degree Earned: \_\_\_\_\_

**Graduate Work**

Name of School: \_\_\_\_\_

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

Years Completed: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Certificate / Degree Earned: \_\_\_\_\_

List any other special training qualifications or certifications such as First Aid, CPR, Lifeguard, Swimming Instruction, Childcare, etc.

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**EMPLOYMENT AND/OR VOLUNTEER EXPERIENCE**

*Begin with the most recent employment or volunteer experience.*

Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer's Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer's Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_

Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer's Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_

May we contact your present and prior employers, including supervisors? Yes / No

**REFERENCES**

*List three references **that are not family members**. No more than one of the three references can be a friend.*

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

**AGREEMENT**

I give the Boys & Girls Club of Pawtucket the right to investigate all references and to secure additional information about me and job related information. I hereby release from liability the Boys & Girls Club of Pawtucket and its representatives for seeking such information and all other persons, corporations and organizations for furnishing such information.

I understand that I will be an **AT WILL** employee and that I am free to terminate my employment at any time. The Boys & Girls Club of Pawtucket reserves the same right with or without prior notice. I understand that no representative of the Boys & Girls Club of Pawtucket has the authority to make any assurances to the contrary.

\_\_\_\_\_ (*Applicant initial here*)

I understand that if I am terminated or leave on my own free will that I will return all Boys & Girls Club of Pawtucket property (i.e. shirts, program equipment, swipe cards, etc.) before receiving my last paycheck.

\_\_\_\_\_ (*Applicant initial here*)

I understand that the Boys & Girls Club of Pawtucket will conduct a **CRIMINAL RECORDS CHECK** with the Rhode Island Attorney General’s Office prior to my employment.

\_\_\_\_\_ (*Applicant initial here*)

I understand that I will be required to provide the Boys & Girls Club of Pawtucket with an updated copy of my immunization records before beginning employment.

\_\_\_\_\_ (*Applicant initial here*)

I understand that misrepresentation or omission of facts herein is a cause for denial of employment or dismissal. I also understand that employment, if offered, is for no definite period. I agree to comply with all rules and regulations.

\_\_\_\_\_ (*Applicant initial here*)

**If you have any questions regarding the statements on this form, please ask before signing.**

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

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

<b><u>Office Use Only</u></b>			
Home Department: _____	Swipe: Yes / No	Start Date: _____	
Hourly Wage / Salary: _____	Total Weekly Hours: _____	Job Title: _____	FT / PT
New Hire / Rehire / Separation			