



2100 E. Fayette St.
Syracuse, NY 13224
315.472.6727

EMPLOYMENT APPLICATION
Equal Opportunity Employer

GENERAL

NAME (Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED			
PRESENT ADDRESS			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST 18 YEARS OF AGE?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		IF NOT, DO YOU HAVE A WORK PERMIT?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF SYRACUSE (BGCS)?			
PREVIOUS EMPLOYMENT WITH B&GCS (If any, give dates, position, location)			
RELATIVES EMPLOYED BY B&GCS (If any, give dates, positions)			

POSITION APPLIED FOR

TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE

Start with current or last employer first. Please complete this and all sections (even if attaching a resume)

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

REFERENCES (Give name, address and phone number of three references who are not related to you or previous employers)

1)

2)

3)

I understand that my initial employment is contingent upon clearance through a criminal history records, sex offender database, and child abuse and maltreatment database check in accordance with the Fair Credit Reporting Act, Article 23-A of the New York Correction Law, and the social services law.

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation? Yes No

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Syracuse (BGCS) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCS' review of this application and my candidacy for employment, I release BGCS and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCS can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

*Yes *No (*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Syracuse (BGCS) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCS. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCS.

I also authorize BGCS 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 BGCS from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGCS. I understand that the Boys & Girls Clubs of Syracuse is an "employer at will", and at anytime, with or without notice and with or without cause may terminate my employment and that I have a similar right. I understand my employment by BGCS does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCS. I also understand that BGCS 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 no one other than the President of BGCS has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCS's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that B&GCS will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender, disability, age, military status, prior record of arrest or conviction, marital status, genetic predisposition or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense or stalking age, sex, religion, marital status, race, color, creed, national origin or disability.
(revised 3/31/06)



**BOYS & GIRLS CLUBS
OF SYRACUSE**

Background Check Employee Information

EMPLOYEE NAME:

First

Last

Middle

CURRENT ADDRESS:

DATE OF BIRTH:

SOCIAL SECURITY #:



**BOYS & GIRLS CLUBS
OF SYRACUSE**

**VOLUNTEER
DISCLOSURE AND CONSENT FORM**

In accordance with applicable federal and state laws, including the Fair Credit Reporting Act (15 U.S.C.A. §§ 1681, *et seq.*), and the social services law, you are hereby notified that in connection with and in order to better evaluate your application for employment, volunteer service or employment status, reports may be obtained which will provide applicable information concerning your criminal history, sex offender and child abuse registry status, character, general reputation, personal characteristics, or mode of living. On request, you will be informed if such reports have been requested, and the name and address of the agency furnishing such reports, if any.

AUTHORIZATION TO OBTAIN CONSUMER REPORT

I, _____, pursuant to applicable federal and state laws such as the Fair Credit Reporting Act, 15 U.S.C.A. §§ 1681b(b)(2)(A)(ii), and the social services law, hereby authorize Boys & Girls Clubs of Syracuse and/or its representatives, to obtain reports pertaining to my background, including national Sex Offender Registry, Local and Statewide Criminal History and Social Security Trace/Verification, for employment or volunteer purposes. Additionally, I understand that reports on my character, general reputation, personal characteristics, or mode of living will be obtained in order to evaluate my opportunities for continued or prospective volunteer placement or employment.

I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

I understand that this information will remain confidential and will be utilized for employment purposes only.

Signature of Employee/Applicant

Social Security Number

Date