



**BOYS & GIRLS CLUBS
OF LEWISTOWN**

Boys & Girls Club of Lewistown
134 Park Street
Lewistown, MT 59457

Phone: (406) 535-2257

office@bgclublewistown.com

Application for Employment

Lewistown Boys & Girls Club is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence. Employment offers are made on the basis of qualifications without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all boxes.

Position(s) Applying For:		Name (Last, First, Middle):		Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:			
E-mail address:		Home Phone:		Work Phone:	
Other Phone:		Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by any Boys & Girls Club? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you perform the essential functions of this position, either with or without reasonable accommodations?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you meet the attendance requirements of this position?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you meet all the job requirements of this position?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If required for position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, State of issuance and expiration date:			
On what date are you available for work?					

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: Lewistown Boys & Girls Club reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: _____
Starting Salary: _____		Organization Name and Address: _____	
Final Salary: _____			
Supervisor's Name, Title & Phone #: _____		Other Reference Name, Title and Phone #: _____	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____		Reason for Leaving: _____	
Dates Employed (next most recent position) From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: _____
Starting Salary: _____		Organization Name and Address: _____	
Final Salary: _____			
Supervisor's Name, Title & Phone #: _____		Other Reference Name, Title and Phone #: _____	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____		Reason for Leaving: _____	
Dates Employed From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: _____
Starting Salary: _____		Organization Name and Address: _____	
Final Salary: _____			
Supervisor's Name, Title & Phone #: _____		Other Reference Name, Title and Phone #: _____	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____		Reason for Leaving: _____	

I certify that answers given herein are true and complete to the best of my knowledge.

I UNDERSTAND THAT:

- I am subject to a background investigation as a condition of employment.
- False, omitted, or misleading information given in my application or interview(s), or background information results may result in discharge.
- Compliance with the Boys and Girls Club of Lewistown Employee Handbook is a condition of employment.
- The Boys and Girls Club of Lewistown reserves the right to modify, revoke, suspend, terminate or change policies and procedures in whole or part at any time. I am required to abide by all rules and regulations of the employer. Confidential information must be kept confidential.
- **I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS.**

Applicant Signature: _____ Date: _____