



EMPLOYMENT APPLICATION *Equal Opportunity Employer*

| GENERAL | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------|
| Last Name | | First | Middle Initial | Telephone | |
| Maiden Name or Other Names Used | | | | | |
| Present Address | | | | How Long at This address? | |
| Previous Addresses (for last 7 years) – Please use back of form if necessary | | | | | |
| Drivers License # and State | | | | | |
| Are you authorized to work in the United States? If you are a resident alien, please give your alien number or present your resident alien card. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Are you at least 18 years of age? If not, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| How were you referred to Boys & Girls Clubs of Maui? | | | | | |
| Previous employment with Boys & Girls Clubs? (If any, give dates, positions, locations) | | | | | |
| Relatives employed by Boys & Girls Clubs? (If any, give dates, positions, locations) | | | | | |
| Have you ever been convicted of, plead guilty to, and/or pled <i>Nolo Contendere</i> to a crime (felony or misdemeanor, including but not limited to sexual offender crimes, theft, banking fraud, drug and/or alcohol-related offenses, assault, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently awaiting trial, sentencing or other disposition of a criminal charge? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer to either question is Yes, please explain (state, date, court, type of crime, place of occurrence, disposition): <i>Note: Conviction of a crime will not necessarily disqualify you from employment. Each conviction will be judged on its own merit with respect to time and job relatedness.</i> | | | | | |
| POSITION APPLIED FOR | | | | | |
| Title or category | | | Salary requirements | | |
| Date available | | | Willingness to travel (approximate percentage if position dictates) | | |
| EDUCATION | | | | | |
| School | Name and location | Major | Graduate Yes No | | Degree |
| High School | | | | | |
| College or University | | | | | |
| Other Schools (Graduate, technical, business, military, etc.) | | | | | |
| | | | | | |

WORK EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

| | | | |
|--------------------------------------------------|--------------------|-----------------|--------------------------------------------------------------------------|
| Company Name | | Your Title | |
| Company Address | | City | State Zip |
| Start Date | End Date | Starting Salary | Ending Salary |
| Supervisor's Name | Supervisor's Title | Telephone | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Brief description of duties and responsibilities | | | |
| Reason for leaving | | | |
| Company Name | | Your Title | |
| Company Address | | City | State Zip |
| Start Date | End Date | Starting Salary | Ending Salary |
| Supervisor's Name | Supervisor's Title | Telephone | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Brief description of duties and responsibilities | | | |
| Reason for leaving | | | |
| Company Name | | Your Title | |
| Company Address | | City | State Zip |
| Start Date | End Date | Starting Salary | Ending Salary |
| Supervisor's Name | Supervisor's Title | Telephone | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Brief description of duties and responsibilities | | | |
| Reason for leaving | | | |
| ALL APPLICANTS | | | |
| Typing speed: | | | |
| Please list all software application skills: | | | |
| Office machines you can operate: | | | |

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Maui, Inc. (B&GCM) 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 B&GCM's review of this application and my candidacy for employment, I release B&GCM 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 B&GCM 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 (Please initial)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Maui, Inc. (B&GCM) 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 B&GCM. The use of this application blank does not indicate that there are positions open and does not in any way obligate B&GCM.

I also authorize B&GCM 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 B&GCM 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 B&GCM. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that B&GCM has a similar right. I understand my employment by B&GCM 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 B&GCM. I also understand that B&GCM 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 Executive Director of B&GCM 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 B&GCM's ability to verify this necessary information.

I understand that I will be subjected to a criminal background check and a pre-employment drug test. I agree that any job offer is contingent upon receiving both a completed background check and a negative result on the drug test.

Applications will not be considered active after the position is filled. I understand that B&GCM 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 age, sex, religion, marital status, race, color, creed, national origin or disability.