



**BOYS & GIRLS CLUB  
OF MANHATTAN**

**EMPLOYMENT APPLICATION**  
An Equal Opportunity Employer

Date Completed: \_\_\_\_\_

Complete Name (First, Middle, Last)	Telephone Number: (    )			
Other names used:	Cell Number: (    )			
E-mail address:	Some positions require driving a van & being at least 21 years old. Do you meet this requirement? ____ Yes ____ No			
Address:				
Are you authorized to work in the United States? ____ Yes    ____ No	If you are under 18 years of age, do you have a Work Permit? ____ Yes    ____ No			
How were you referred to the Boys & Girls Club?				
Do you have relatives employed by Boys & Girls Club? (if any, please give dates & positions)				
Have you ever been convicted of a criminal offense? (if yes, please explain) ____ Yes    ____ No    _____				
<b>POSITION APPLYING FOR</b>				
Title or Category:	Salary Required:			
Date Available:				
<b>EDUCATION</b>				
<b>School</b>	<b>Name and Location</b>	<b>Major or Area of study</b>	<b>Graduate Yes/No</b>	<b>List Degree(s)</b>
High School				
College				
Other Schools (Grad/Tech/Bus/Mil.)				

### WORK EXPERIENCE

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

Company Name:	Your Title:
Company Address:	City, State, Zip
Date Started/Date Left	Starting Salary/Last Salary:
Supervisor's Name/Title:	Telephone Number/ May we contact this employer ( ) Yes No
Reason for Leaving Employer:	Brief Description of Duties and Responsibilities:

### WORK EXPERIENCE

Company Name:	Your Title:
Company Address:	City, State, Zip
Date Started/Date Left	Starting Salary/Last Salary:
Supervisor's Name/Title:	Telephone Number/ May we contact this employer ( ) Yes No
Reason for Leaving Employer:	Brief Description of Duties and Responsibilities:

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Company Name:	Your Title:
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Supervisor's Name/Title:	Telephone Number/ May we contact this employer ( ) Yes No
Reason for Leaving Employer:	Brief Description of Duties and Responsibilities:

### WORK EXPERIENCE

Company Name:	Your Title:
Company Address:	City, State, Zip
Date Started/Date Left	Starting Salary/Last Salary:
Supervisor's Name/Title:	Telephone Number/ May we contact this employer ( ) Yes No
Reason for Leaving Employer:	Brief Description of Duties and Responsibilities:

List other volunteer or paid positions you've had indicating your experiences working with children and youth:

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I authorize Boys & Girls Club of Manhattan (BGC) 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 BGC 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 BGC. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment references, and background checks.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application for employment. I authorize BGC to supply information about my employment record in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGC from any and all liability for its providing this information.

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

I understand that my employment is contingent upon a satisfactory outcome of background checks conducted by the organization or organizations contracted with by BGC to perform national criminal and misdemeanor background checks, as well as checks against a national sexual offender registry. I also understand that I may be asked to submit to a drug test as a condition of employment or after employment.

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

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Signature

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Date

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination based on age, sex, religion, marital status, race, color, creed, national origin or disability.

Submit completed application, copy of your resume, three professional references, and cover letter to Boys & Girls Club of Manhattan, P.O. Box 1294, 220 S. Fifth Street, Manhattan, KS 66505; or e-mail to [hrmgr@bgclubmanhattan.com](mailto:hrmgr@bgclubmanhattan.com).