



Employment Application

An Equal Opportunity Employer

58 N. Adams Buffalo, WY 82834

Phone: (307) 684-9908

Fax: (307) 684-7654

Email: scott@bgcbh.com

Personal Information

Name: _____ Phone: _____ / _____ - _____
(Last) (First) (M. Initial)

Have you ever worked under another name? Yes ___ No ___ Other Name(s) _____

Current Address: _____
(Street) (City) (State) (Zip Code)

If hired can you provide proof of legal right to work in the United States? Yes ___ No ___

If hired can you fulfill the essential functions of this position with or without accommodations? Yes ___ No ___

How were you referred to the Boys and Girls Club of the Big Horns? _____

Have you ever been convicted of a felony? Yes ___ No ___ (if yes, please explain.) _____

Position Applying For:

_____ (Title) _____ (Salary Required) _____ (Date Available)

Education:

School	Name / Location	Major	Graduate	Degree
High School	_____	_____	Yes ___ No ___	_____
College/University	_____	_____	Yes ___ No ___	_____
Other Schools	_____	_____	Yes ___ No ___	_____

References:

Name: _____ Phone: _____ / _____ - _____
(Last) (First) (M. Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Email: _____

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.



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References (continued):

Name: _____ Phone: ____/____ - ____
(Last) (First) (M. Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Email: _____

Name: _____ Phone: ____/____ - ____
(Last) (First) (M. Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Email: _____

Work Experience

Start with current or last employer first. (Do not detail duties and responsibilities if attaching a resume.)

Company Name: _____ Your Title: _____

Company Address: _____
(Street) (City) (State) (Zip Code)

Date Started: ____/____/____ Date Left: ____/____/____ Starting Salary: _____ Last Salary: _____

Supervisor's Name: _____ Title: _____ Phone: ____/____ - ____

May we contact this employer? Yes ___ No ___

Brief Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Your Title: _____

Company Address: _____
(Street) (City) (State) (Zip Code)

Date Started: ____/____/____ Date Left: ____/____/____ Starting Salary: _____ Last Salary: _____

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Work Experience (Continued):

Supervisor's Name: _____ Title: _____ Phone: ____/____ - _____

May we contact this employer? Yes ___ No ___

Brief Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Your Title: _____

Company Address: _____
(Street) (City) (State) (Zip Code)

Date Started: ____/____/____ Date Left: ____/____/____ Starting Salary: _____ Last Salary: _____

Supervisor's Name: _____ Title: _____ Phone: ____/____ - _____

May we contact this employer? Yes ___ No ___

Brief Description of Duties and Responsibilities: _____

Reason for Leaving: _____

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully Complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize the Boys and Girls Club of the Big Horns to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of the Boys and Girls Club of the Big Horns serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

Applicant Signature: _____ Date: ____/____/____

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