



**BLACKSTONE VALLEY  
BOYS & GIRLS CLUB**  
*“The Positive Place for Kids”*  
**Employment Application**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Present Address</b>	<b>Town</b>	<b>State</b>	<b>Zip Code</b>
<b>Mailing Address</b> <i>(if different than above)</i>			
<b>Home Phone</b> (    )	<b>Cell Phone</b> (    )	<b>Email Address:</b>	
<b>How did you hear about this employment opportunity?</b>			

<ul style="list-style-type: none"><li>• Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO If you are a resident alien, please give your alien number or present your resident card.</li><li>• Are you 18 years or older? <input type="checkbox"/> YES <input type="checkbox"/> NO</li><li>• Do you have any relatives employed by the Blackstone Valley Boys and Girls Club? <input type="checkbox"/> YES <input type="checkbox"/> NO</li><li>• Have you ever been convicted of a criminal offense? <input type="checkbox"/> YES <input type="checkbox"/> NO</li></ul>
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**Education**

1. High School		Graduation Year
2. College/University	Choice of Study/ Major	Graduation Year
3. College/University	Choice of Study/Major	Graduation Year
<b>Additional Training/Qualifications/Certifications/Licenses/Volunteer Work:</b> _____ _____ _____ _____		
(Please be ready to discuss if called for an interview)		

## Employment History

**1.**

Name of Employer: _____			
Dates of Employment: Start: _____ / _____ / _____	End: _____ / _____ / _____		
Job Title: _____			
Name of Supervisor _____	May we contact this Employer Yes No		
Phone Number: (____) _____			
Description of Duties _____			
Reason for Leaving _____			
Salary Upon Leaving: \$ _____			

**2.**

Name of Employer: _____			
Dates of Employment: Start: _____ / _____ / _____	End: _____ / _____ / _____		
Job Title: _____			
Name of Supervisor _____	May we contact this Employer Yes No		
Phone Number: (____) _____			
Description of Duties _____			
Reason for Leaving _____			
Salary Upon Leaving: \$ _____			

## References

Please provide the names and telephone numbers of three persons (*not family members*) who can answer questions about your experience, skills, education and training. Please note, we would prefer to contact your reference by phone first, but if there are multiple failed attempts then an email will be sent to your reference.

Name	Telephone Number	Relationship to You	Years Known
1) _____	(____) _____	_____	_____
	Email: _____		
2) _____	(____) _____	_____	_____
	Email: _____		
3) _____	(____) _____	_____	_____
	Email: _____		

Please read and sign.

I authorize the Blackstone Valley Boys and Girls Club (BVBGC) 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 the BVBGC 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 my employment with the BVBGC. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the BVBGC has not employed me or immediate dismissal if BVBGC has employed me. I also authorize BVBGC 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 BVBGC from any and all liability for its providing this information.

I understand that nothing in this employment application, in BVBGC's policy statements or personnel guidelines, or in my communications with any BVBGC official is intended to create an employment contract between BVBGC and me. I also understand that BVBGC 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 if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BVBGC retains the right to terminate my employment at any time for any reason.

As a returning crew member who will be employed at the Blackstone Valley Boys and Girls Club, I understand that I am expected to follow all rules and set the example to my fellow crew coworkers and members attending the program. I understand that if I do not follow the policies and procedures, I could receive a written warning or my job could be terminated.

**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.

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

EMPLOYEE:

\_\_\_\_\_  
(Print name)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Applicant Questionnaire

1. Please check all programs you are interested in interviewing for?

**School Age Program**       Monday – Friday; 7:00am-8:45am  
(Sept-June)                       Monday – Friday; 2:30pm-6:00pm

**Office Staff**                       Monday – Friday; 2:00pm-6:00pm  
(Sept-June)

**Summer Program**                       Landcrew  
(July 6th-August 28)                      Monday – Friday; Anytime between 7:00am-6:00pm (6 hour shift)

2. Are you CPR certified?                      Yes    No                      If yes, date of expiration: \_\_\_\_\_  
Are you First Aid certified?                      Yes    No                      If yes, date of expiration: \_\_\_\_\_  
Are you Lifeguard Certified?                      Yes    No                      If yes, date of expiration: \_\_\_\_\_

3. Please identify the experience you have with the following: C = coached    P = participated

Basketball	_____	Volleyball	_____	Field Hockey	_____
Baseball/Softball	_____	Arts and Crafts	_____	Lacrosse	_____
Soccer	_____	Dance/Hip Hop	_____	Weight Lifting	_____
Swimming	_____	Cheerleading	_____	Health/PE	_____
Football	_____	Hockey	_____	Drama	_____

Technology: \_\_\_\_\_

4. Circle the age groups you would prefer to work with:    Grade 1, 2 & 3    Grade 4 & 5    Grade 6, 7 & 8

5. Tell us your experiences working with children.  
\_\_\_\_\_  
\_\_\_\_\_

6. What qualities can you bring to our program?  
\_\_\_\_\_  
\_\_\_\_\_

7. Please list all dates you will need to request off. (Appointments, Vacation, College Orientation, Pre-season for a sport)  
\_\_\_\_\_  
\_\_\_\_\_

~Thank you for applying~

Please return to our Club office:  
115 Canal Street, Blackstone, MA

Or mail to:  
BVBGC, PO BOX 283, Blackstone, MA 01504