



<b>EDUCATION</b>	<b>Name &amp; Location of School</b>	<b># of years attended</b>	<b>Did you graduate?</b>	<b>Subjects Studied</b>
High School				
College or University				
Trade, Business or Technical School				
Graduate School				
		<b>Address &amp; Phone #</b>	<b>Relationship to</b>	<b>Years Acquainted</b>

List any scholastic honors, scholarships, etc. \_\_\_\_\_

Computer Skills: \_\_\_\_\_

**Job Related Activities (Civic, Athletic, Prof. Memberships, Volunteer Exp., etc.)**

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin, of its members

**FORMER EMPLOYERS – MUST BE FILLED OUT COMPLETELY**

PLEASE INCLUDE EMPLOYMENT FOR THE LAST 7 YEARS

Attach additional sheets, if necessary.

<b>Dates of Employment Month/Year</b>	<b>Name, Address &amp; Immediate Supervisor of Employer</b>	<b>Salary</b>	<b>Duties</b>	<b>Reason for Leaving</b>

**REFERENCES-Please list individuals (two must be supervisors) familiar with your job qualifications and that you have known for at least 1 year. (no relatives or personal friends).**

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**UNDERSTANDING AND AUTHORIZATION**

**Please Read Carefully Before Signing**

I CERTIFY THAT ALL ANSWERS ON THIS APPLICATION AND ANY ATTACHMENTS ARE TO THE BEST OF MY KNOWLEDGE TRUE AND THAT I HAVE NOT WITHHELD ANY PERTINENT INFORMATION.

I UNDERSTAND THAT ANY OMISSION, MISREPRESENTATION OR FALSE INFORMATION SUBMITTED IN CONNECTION WITH THIS APPLICATION MAY RESULT IN REFUSAL OF OR SUMMARY DISMISSAL FROM EMPLOYMENT.

**\*I AUTHORIZE THE COMPANY TO INVESTIGATE MY RESPONSES ON THIS APPLICATION AND CONTACT ANY OR ALL OF MY FORMER EMPLOYERS OR ANY INDIVIDUALS FAMILIAR WITH ME OR MY EMPLOYMENT BACKGROUND FOR THE PURPOSE OF VERIFYING ANY INFORMATION I HAVE PROVIDED AND/OR FOR THE PURPOSE OF OBTAINING ANY INFORMATION, WHETHER FAVORABLE OR UNFAVORABLE, ABOUT ME OR MY EMPLOYMENT. I VOLUNTARILY AND KNOWINGLY FULLY RELEASE AND HOLD HARMLESS ANY PERSONS OR ORGANIZATION THAT PROVIDES INFORMATION PERTAINING TO ME OR MY EMPLOYMENT.**

IN COMPLIANCE WITH STATE AND FEDERAL LAWS, THE BOYS & GIRLS CLUBS OF GREATER MILWAUKEE DOES NOT UNLAWFULLY DISCRIMINATE AGAINST ANY INDIVIDUAL ON THE BASIS OF AGE, RACE CREED, COLOR, HANDICAP, MARITAL STATUS, SEX, NATIONAL ORIGIN, ANCESTRY, ARREST RECORD, CONVICTION RECORD OR CITIZENSHIP STATUS.

**MAY WE CONTACT YOUR CURRENT EMPLOYER? YES\_\_\_\_\_ NO\_\_\_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Invitation To Self-Identify for Affirmative Action Purposes**  
**EEO-1 Reporting Requirements**

Applicant Name: Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

We are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we are required to invite you to *voluntarily* self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1. WHAT IS YOUR GENDER?   Male   Female
  
2. ARE YOU HISPANIC OR LATINO\*?   Yes   No   *\*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.*
  
3. IF YOUR ANSWER TO QUESTION 2 IS NO, PLEASE IDENTIFY YOUR RACE:
  - White-A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
  - Asian-A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.
  - American Indian or Alaskan Native-A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
  - Black or African American-A person having origins in any of the black racial groups of Africa.
  - Native Hawaiian or Other Pacific Islander-A person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands.
  - Two or More Races-All persons who identify with more than one of the above five races.

**HOW WERE YOU REFERRED TO THIS JOB:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> School/College    | <input type="checkbox"/> Recruiter  |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> State Job Service | <input type="checkbox"/> Other (Please Specify):                            |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Temporary Agency  | <input type="checkbox"/> Government Agency <input type="checkbox"/> Walk In |



**BOYS & GIRLS CLUBS**  
OF GREATER SANTA ROSA

**PRE-EMPLOYMENT REPORT**  
**AUTHORIZATION TO RELEASE INFORMATION**

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentation or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or unanticipated, arising from or incident to the disclosure or release except for the malicious purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

**Signed and Witnessed:** \_\_\_\_\_  
Applicants Signature Date

\_\_\_\_\_  
Witnessed By Date

**Reference Check:** For reference checking purposes only, please complete the following information:

Dates of attendance or graduation from (*phone numbers required*):

\_\_\_\_\_  
High School Phone # Technical School Phone #

\_\_\_\_\_  
College Phone # Other Phone #

Is any additional information necessary regarding change of name, use of assumed name or nickname to check on your employment/school records?

\_\_\_\_\_  
Social Security #: \_\_\_\_\_

May your current employer or references associated with your current employer be contacted?

YES  NO Comments: \_\_\_\_\_