



EMPLOYEE APPLICATION FORM

Name of Organization: _____

Position applying for: _____ Date: _____

Full name: _____

Address (street addresses, city, province, postal code): _____

Former address (if moved within the past year): _____

Telephone number: _____ Email address: _____

Are you legally entitled to work in Canada? YES NO

EMPLOYMENT HISTORY

Please complete the following section, starting with your most recent employment and working backwards

Organization: _____ Position: _____

Started (mm/yyyy): _____ Ended (mm/yyyy) _____

Supervisor: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving past employment: _____

Organization: _____ Position: _____

Started (mm/yyyy): _____ Ended (mm/yyyy) _____

Supervisor: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving past employment: _____

Organization: _____ Position: _____

Started (mm/yyyy): _____ Ended (mm/yyyy) _____

Supervisor: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving past employment: _____



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QUALIFICATIONS/EDUCATION

Please complete the following section, starting with your most recent education and working backwards.

Name of Institution: _____
Started (mm/yyyy): _____ Ended (mm/yyyy): _____
Diploma/degree certificate obtained: _____

Name of Institution: _____
Started (mm/yyyy): _____ Ended (mm/yyyy): _____
Diploma/degree certificate obtained: _____

Other relevant courses/experience: _____

Please list any other specific training or experience you have working with children: _____

REFERENCES

Please list 1 personal and 2 employer references

Name: _____ Organization: _____
Phone number: _____ Position: _____

Name: _____ Organization: _____
Phone number: _____ Position: _____

Name: _____ Organization: _____
Phone number: _____ Position: _____



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ADDITIONAL QUESTIONS

Have you been found guilty of (or are you currently the subject of) allegations of child abuse or sexual harassment?	<i>please circle</i>	
	YES	NO
Have you ever resigned while such allegations were pending?	YES	NO
Are you before a child abuse committee or have you ever been?	YES	NO

CONSENT TO VERIFY

I hereby authorize The Boys and Girls Club of Pembroke or its authorized agent to conduct an investigation into my personal background for the purpose of verifying any information supplied by me in this application or during the interview for the position applied for; obtaining information regarding my suitability for employment (including opinions, records, or copies of documents), and using all such information to make a hiring decision. In doing so, The Boys and Girls Club of Pembroke or its authorized agent may contact any person or persons identified in this application, identified by me during the interview process, including my present and/or any former employers, unless otherwise noted in this application. Persons requested to provide information to The Boys and Girls Club of Pembroke or its agent are hereby authorized to provide such information, and by my signature below, I agree to waive any right of action against any person(s) or other entity providing information in compliance with this authorization. This authorization extends to the provision of any information, opinions, records, or copies of documents that may be provided to The Boys and Girls Club of Pembroke or its agent. This authorization commences as of the date specified below and continues until the hiring process is complete. If I am hired, I authorize all such information to be retained and used by The Boys and Girls Club of Pembroke to create and maintain the employment relationship.

DECLARATION

I certify that my answer to each of the above questions is true and that the information provided is correct.

I understand and agree that providing deliberately misleading information is cause for disqualification or dismissal.

Applicant's Signature: _____

Date: _____