



Circle location applied for:

Roswell, NM

Ruidoso, NM

Application for Employment

Name _____

Address _____

Telephone Number _____ e-mail _____

Position you are applying for _____ Full Time _____ Part Time _____

Days and Hours available for work: _____

Date you can start work: _____

Do you have a current New Mexico driver license? Yes___ No___

Any traffic violations in the last 3 years? Yes___ No___

Have you worked for a Boys & Girls Club before? Yes___ No___

If yes, explain: _____

EDUCATION:	Name of School	# of Years	Graduate?	Subjects Studied
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE	_____	_____	_____	_____
TRADE OR BUSINESS SCHOOL	_____	_____	_____	_____

EMPLOYMENT HISTORY: (Start with present or last position)

Employer: _____

Address: _____ Supervisor: _____

Phone: _____ Position Title: _____

Duties: _____

Start Date: _____ End Date: _____ Last Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____ Supervisor: _____

Phone: _____ Position Title: _____

Duties: _____

Start Date: _____ End Date: _____ Last Salary: _____

Reason for leaving: _____

Employer: _____

Address: _____ Supervisor: _____

Phone: _____ Position Title: _____

Duties: _____

Start Date: _____ End Date: _____ Last Salary: _____

Reason for leaving: _____

REFERENCES:

NAME	ADDRESS	PHONE	OCCUPATION
1.) _____	_____	_____	_____
2.) _____	_____	_____	_____
3.) _____	_____	_____	_____

SKILLS (Rate 1 to 5):

5= My Specialty 4= Confident to Lead 3= Confident to Assist Activity
2= Limited Experience 1= No Experience

Computers_____ Arts & Crafts_____ Teen Programs_____ Athletics_____

Games Room_____ Cooking Class_____ Education Tutor_____ Drama_____

Story Telling_____ Dance/Movement_____ Food Service_____

List any previous experience working with children: _____

I certify that the above is true to the best of my knowledge. I understand that untruthful, misleading, or omission of information is cause for rejection of my application or dismissal if employed. I authorize an investigation of statements contained in this application, which will allow the employer to make an employment decision.

I understand that a pre-employment background check and drug testing may be required prior to employment and that random drug tests may be required during employment.

Signature

Date



BOYS & GIRLS CLUBS
OF CHAVES & LINCOLN
COUNTIES

134 Reese Drive
Ruidoso, NM 88345
(575) 454-7100

www.bgcclc.org

201 S Garden
Roswell, NM 88203
(575) 550-5001

www.bgcclc.org

I, _____, give the Boys & Girls Clubs of Chaves & Lincoln Counties permission to verify my work and personal references.

The following are questions that would be asked for work references. For personal references, we will be asking questions about character, reliability, and any other information needed.

- Is the prospective employee/ volunteer eligible for rehire?
- Dates of employment?
- Any attendance issues?
- Was the perspective employee reliable?
- How was the attitude of the prospective employee while at work?
- Is there anything else you would like us to know about the perspective employee?

Signature of prospective employee/ volunteer

Date