



BOYS & GIRLS CLUB
OF THE HI-LINE

**HELP Committee and
Boys & Girls Club of the Hi-Line
PO Box 68/500 First Avenue
Havre, MT 59501
406-265-6206**

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Currently Employed? _____ Desired Salary: \$ _____

Position Applied for: _____

Have you ever been convicted of a felony? ☐ YES ☐ NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

References

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Essay, Disclaimer and Signature

Please explain why you want to work for our organization and include any special skills/experience/talents that make you a strong candidate for the position:

I verify that all the information contained in this application is accurate to the best of my knowledge, and that any false information may affect my eligibility for employment at the Boys & Girls Club of the Hi-Line. Furthermore, I authorize the HELP Committee and Boys & Girls Club of the Hi-Line to investigate all statements in this application and to secure any necessary information from all employers, references and academic institutions. I also authorize the HELP Committee and Boys & Girls Club of the Hi-Line to conduct criminal-records checks or any other background checks deemed necessary to determine suitability for employment. I hereby release all of these employers, references, academic institutions and the HELP Committee and Boys & Girls Club of the Hi-Line from any and all liability arising from their giving or receiving information about my employment history. I hereby acknowledge that I have read and understood the preceding statements.

Signature: _____ Date: _____