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MARGUERITE NEEL WILLIAMS
BOYS & GIRLS CLUBS
OF SOUTHWEST GEORGIA

Employment Information Form

A resume must be submitted in addition to this form

We utilize Ambassador Personnel Services for part-time assistance. If selected to work with us, you will need to complete a formal Employment Application with Ambassador.

<u>Personal Data</u>	
Name:	
First –	Last - Middle Initial -
Address:	City: Zip:
Home Phone #:	Work Phone #: Cell Phone #:
Email Address:	
Date of Birth	Social Security #:
<u>Educational Information</u>	
Current Grade or Highest Grade Completed: High School – 9 10 11 12 GED	
College – 1 2 3 4	
Other (Please Indicate)	
Training's/Certifications (Please Indicate) Typing, Computer, Microsoft, Excel	
What are you Post-high school plans? 2 Yr. Associates Degree _____	
4 yr. Bachelor's Degree _____	
Military _____	
Work Force _____	
<u>Work Experience/History</u>	
Failure to give complete and accurate information regarding each job held may result in disqualification.	
Why should we hire you for this position, what are your qualifications that make you stand out from other applicants?	

Current/Last Employer:			
Address:	City:	State: Ga.	Zip:
Date Started:		Date Ended:	
Supervisor's Name:		Telephone #:	
May We Contact Employer?: Yes ___ No ___			
Reason For Leaving or Wanting To Leave:			
Detail of Duties\Responsibilities: (use additional sheets if necessary)			
Current/Last Employer:			
Address:	City:	State:	Zip:
Date Started:		Date Ended:	
Supervisor's Name:		Telephone #:	
May We Contact Employer?: Yes ___ No ___			
Reason For Leaving or Wanting To Leave:			
Detail of Duties\Responsibilities: (use additional sheets if necessary)			
Have You Ever Been Convicted Of A Criminal Offense?: _____ (If yes, please explain, use an additional sheet of paper if necessary)			
<u>References</u>			
List three references that could speak to your character and abilities as an employee: (do not include former employers, or relatives)			
Name	Address	Phone Number	
The MNW Boys & Girls Club is an equal opportunity Employer – It is our policy to make all employment decisions without regard to age, race, creed, color, religion, national origin, sex, disability, or any other protected status in accordance to federal, state, or local laws.			
I certify that all the information on this Information Form is correct. I authorize the Boys & Girls Clubs of Thomas County, Inc. to verify this information. Furthermore, I understand that any inaccurate and\or misleading information placed on this Information Form may result in disqualification and\or termination if hired.			
Signature of Applicant _____		Date _____	
<u>Office Use Only</u>			
Received By:			
Date Received:			
Position Being Sought:			