



Equal Opportunity Employer

17150 Waterloo, Grosse Pointe, MI 48230  
Phone: 313.885.4600 Fax: 313.885.2418  
www.neighborhoodclub.org



## Employment Application

**Instructions:** Type or print in ink. Complete all sections with accurate information. Incomplete applications will not be considered. Attach any additional information if desired including a resume. Return to the above listed address. Your application will remain on file for at least one year from the date of submission.

### Areas of Interest:

Athletic Programs       Facility Office Administration       Facility Aquatics       Other \_\_\_\_\_  
 Referee/Official; Sport: \_\_\_\_\_

**Referred by:**     Employee     Newspaper Ad     Online Ad     Job Fair     Other \_\_\_\_\_

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Dates You Can Work Start: \_\_\_\_\_ End: \_\_\_\_\_

Schedule Availability \_\_\_\_\_ Drivers License Number \_\_\_\_\_

Are you are a current Neighborhood Club Employee?     Yes     No  
Did you work previously for the Neighborhood Club?     Yes     No  
If yes, when \_\_\_\_\_ In what capacity \_\_\_\_\_

Have you ever been convicted of a crime?     Yes     No  
If yes, indicate when, where and the nature of the offense \_\_\_\_\_

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation  
 Yes     No \_\_\_\_\_

List any special skills, certifications, or licenses you have: \_\_\_\_\_

### Education – indicate present or most recent school attended

Name of Middle School or High School (most current):	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name of college or university and location:  Professional Organizations:	Course of Study: Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, type of degree:
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**Employment History** – indicate most recent jobs held. Attach additional sheet, if necessary.

**Job 1** - Current of most recent employer:

Start \_\_\_\_\_ End \_\_\_\_\_

Company Name and Location (city, state) \_\_\_\_\_ Job Title \_\_\_\_\_

Full Time or Part Time? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Describe Work Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**Job 2** -

Start \_\_\_\_\_ End \_\_\_\_\_

Company Name and Location (city, state) \_\_\_\_\_ Job Title \_\_\_\_\_

Full Time or Part Time? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Describe Work Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**Job 3** -

Start \_\_\_\_\_ End \_\_\_\_\_

Company Name and Location (city, state) \_\_\_\_\_ Job Title \_\_\_\_\_

Full Time or Part Time? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Describe Work Performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

List any other experiences, skills or qualifications, which you may have for the position applying:

\_\_\_\_\_

**Please read carefully before signing below. Your signature indicates that you agree with the following.**

I hereby certify that the statements I have given on this application are true and I have not knowingly withheld by circumstance that might, if disclosed, affect my application unfavorably. I understand and agree that should any statements made by me on this application prove to be false or misleading or incomplete, it will prevent me from being hired; or if hired, it will be grounds for my immediate dismissal from employment. I hereby authorize all my former employers to give any information they have regarding my employment with them in connection with this application or employment, and I release them from any liability for issuing this information. I understand and agree that any offer of employment that I may receive may be conditional depending upon the results of a physical examination/drug screening test at the Neighborhood Club's (NC) request. If employed, I agree to comply with the rules, regulations, and policies established by the NC or its employees, including such new or revised rules, regulations, and policies as may be subsequently established. I further hereby expressly agree that my employment with the NC can be terminated with or without notice and with or without cause, at any time at the option of either the NC or myself, it being understood that the employment relationship between myself and the NC is one of "at will" employment. I further understand and agree that no officer, agent, or representative of the NC, other than the Executive Director, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and that any change in the foregoing agreement must be in writing and personally signed by the Executive Director. I also understand I am subject to a full background investigation and a review of any criminal conviction history; including credit check. Instructors agree not to offer classes elsewhere in Detroit, any of the Grosse Pointes, Harper Woods, or St. Clair Shores within six (6) months on either side of class dates.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.