

University Club of Boston

Application for Employment

Date of Application _____

I. PERSONAL HISTORY (Please print.)

Name: _____
Last First Middle

Is there another surname under which you have worked and/or attended school that we should use in making inquiries on your behalf? ____ Yes or ____ No

Previous Surname: _____

Phone Number: _____ Email: _____

Present Address: _____
Street City, State Zip Code

If related to anyone in our employ, state name and position: _____

Are you over 18 years of age? ____ YES ____ NO if under 18, state date of birth: _____

Referred by: _____

How did you learn about us?

Newspaper

Club Employee

Internet

Job Posting

Club Member

Other _____

Are you able to speak other languages besides English? ____ YES ____ NO

If yes, what language(s)? _____

II. EMPLOYMENT DESIRED

Position Desired: _____ Date Available to Start: _____

Are you interested in Part-Time work (Less than 35 hours per week) ____ YES ____ NO

Are you interested in Full-Time work (35+ hours per week) ____ YES ____ NO

Are you available to work Saturdays? ____ YES ____ NO

Are you available to work Sundays? ____ YES ____ NO

Desired Pay? _____

Are you currently employed? ____ YES ____ NO May we contact your present employer? ____ YES ____ NO

Have you ever applied here before? ____ YES ____ NO If YES, when? _____

The University Club of Boston is a Equal Opportunity Employer

Are you authorized to work in the United States? ☐ YES ☐ NO

(If accepted for employment, you must provide documentary proof of identity and authorization to work in the United States within 72 hours of hire.)

III. EDUCATIONAL HISTORY

High School Attended

Name and Location: _____ did you Graduate? ☐ YES ☐ NO

College or University

1. Name of Institution: _____ City: _____ State: _____

Major: _____ Years Attended: _____ did you Graduate? ☐ YES ☐ NO

2. Name of Institution: _____ City: _____ State: _____

Major: _____ Years Attended: _____ did you Graduate? ☐ YES ☐ NO

Trade School or Other Instruction

3. Name of Institution: _____ City: _____ State: _____

Subjects Studied: _____ Years Attended: _____

Did you graduate? ☐ YES ☐ NO

Subjects of special study or Training: _____

IV. EMPLOYMENT HISTORY

Please list all past employment, beginning with your current or last position. You may include verified work performed on a volunteer basis. (Attach additional sheets and/or resume if necessary.)

	Company Name	Full Address and Phone	Position Held and Supervisor	Dates Employed	Reason for Leaving
1					
2					
3					
4					

5					

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

V. REFERENCES

Give below the names of three or four persons NOT related to you whom you have known at least one year.

Name of Reference Title or Position	Name of Business	Business Address and Telephone	Years Known

VI. CERTIFICATION (Please read carefully before signing.)

I hereby affirm that the information provided on this application (and any resume submitted) is true and complete. I understand that any false or misleading representations or omissions may disqualify me from further consideration for employment and may result in discharge if discovered at a later date.

I understand that completion of this application does not assure me of a position with The University Club of Boston (the "Company"). I also understand that this application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be "at will" and may be terminated at any time, with or without cause, by me or the Company. I understand that no representative of the Company has any authority to enter into any agreement for employment with me contrary to the foregoing.

I hereby authorize the Company to investigate all information pertinent, personal or otherwise, to my application in order to determine my qualifications for employment. I hereby authorize all persons and organizations having information relevant to my application to provide that information to the Company, and I hereby agree to hold harmless the Company and those providing information to it from any liability arising out of or as a result of the provision or use of such information. I understand that any offer of employment may be rescinded if my references are inadequate or unacceptable to the Company.

Signature: _____ **Date:** _____

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Please note the following information is for educational purposes only and does not constitute legal advice. Please consult with counsel prior to using this form as part of your screening process.

AUTHORIZATION

I have carefully read and understand the FCRA Candidate Disclosure for the Procurement of Consumer Reports form, and if applicable, the California Candidate Disclosure for the Procurement of Investigative Consumer Reports form. I have also read and understand the attached Summary of Rights under the Fair Credit Reporting Act and State Law Disclosures. By my signature below, I authorize The University Club of Boston (“the Company”) to share the contents of this consumer report or investigative consumer report with its partners and clients in an effort to place me into an employment/independent contractor/volunteer relationship with those partners. The Company will only share the background report as necessary, and as authorized, in order to assign me to a client, partner company, or organization. I understand that if the Company hires or engages me, my consent will apply, and the Company may obtain reports throughout my employment/contract/tenure where state law allows. I also understand that the information contained in my job application or otherwise disclosed by me before or during my employment/contract/tenure, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

If applicant is younger than 18 years old, a Legal Guardian must provide his/her own email address and signature in the fields below.

- ☐ I authorize The University Club of Boston and its agents to contact my current employer if necessary, to verify my current employment status after the following date: _____

Applicant Name

Legal Guardian Name (if applicant is under 18)	Applicant/Legal Guardian Email
Applicant/Legal Guardian Signature	Date

The University Club of Boston background check form.

Please provide the following information for your background screen. Please let us know if guidance on which specific sections must be completed for your screen.

Basic Information

Legal First Name	Legal Middle Name (recommended)
Legal Last Name	
Email Address	
Date Of Birth	Confirm Date Of Birth
Social Security Number	Confirm Social Security Number
Current Address (no P.O. boxes)	
City	State
ZIP Code	

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such agencies that sell information about check writing histories, medical records, and rental history records). **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to : Consumer Financial Protection Bureau 1700 G Street N. W., Washington, DC 20552.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, of employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report
- You are a victim of identity theft and place a fraud alert in your file
- Your file contains inaccurate information as a result of fraud
- You are on public assistance
- You are unemployed but expect to apply for employment within 60 days

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Incomplete, inaccurate, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Please note the following information is for educational purposes only and does not constitute legal advice. The Summary of Rights and State Law Disclosures must be provided apart from the disclosure paragraph. Please consult with counsel prior to using this form as part of your screening process.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

The following FCRA right applies with respect to nationwide consumer reporting agencies:

Consumers Have the Right To Obtain a Security Freeze

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.