



APPLICATION FOR EMPLOYMENT

Please complete entire application to ensure processing.

PERSONAL INFORMATION (Please print)				
Name	Last	First	Middle	Date (MM/DD/YY)
Other names you are known by _____ Are you less than 18 years of age? Yes _____ No _____ (Chess4Life is required to comply with federal, state, or provincial law.)				
U.S. Applicant Only: Are you legally eligible for employment in the U.S.? Yes _____ No _____ (All new hires will be required to provide proof of eligibility to work in the U.S.)			Have you been convicted of a crime in the last seven (7) years? Yes _____ No _____ If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.	
Present Address	Street	City	State/Province	Zip Code/Postal Code
Permanent Address	Street	City	State/Province	Zip Code/Postal Code
Phone Number	Daytime	Evening	Referred By	

EMPLOYMENT DESIRED (If you are applying for a seasonal position, please keep in mind that the availability of hours may vary.) part-time/full time?						
Position	Location/Department	Salary Desired	Date You Can Start			
Specify hours available to work for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime? _____ Have you ever worked in a mentoring position before? _____ If yes, when? _____ Where? _____						

EDUCATION	Name and Address of School	Circle Last Years Completed				Did You Graduate?		Subjects Studied and Degrees Received
		1	2	3	4	Y	N	
High School						Y	N	
College						Y	N	
Post College						Y	N	
Trade, Business, or Correspondence School						Y	N	

List skills relevant to the position applied for _____

SKILLS For Office/Administrative positions only Typing WPM: _____ 10-Key: Yes No

Computer Proficiency: Word for Windows Excel Others: _____

Have you ever visited a Chess4Life event? Where? Describe your experience. _____

Have you worked with children before? If yes, describe your experience. _____

Why would you like to work for Chess4Life? _____

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? _____

FORMER EMPLOYERS

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

1	From	Current Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
2	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
3	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
4	From	Previous Employer (Name and Address of Employer - Type of Business)	Salary Or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
	To				
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

REFERENCES

Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

I hereby authorize Chess4Life to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Chess4Life to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Chess4Life, LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate Chess4Life to hire me. **(U.S. APPLICANTS ONLY: I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or Chess4Life at any time without prior notice for any reason. MARYLAND APPLICANTS ONLY: Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take, a lie detector or similar test. An employer who violates this law is guilty of misdemeanor and subject to a fine not exceeding \$100. MASSACHUSETTS APPLICANTS ONLY: 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. CALIFORNIA APPLICANTS ONLY: Applicant may omit any convictions for the possession of marijuana (except for convictions for the possessions of marijuana on school grounds or possession of concentrated cannabis) that are more than two(2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.**

Date _____ Signature _____

Send completed applications to:

Chess4Life
Attn: Employment
13555 Bel-Red Rd Suite 200
Bellevue, WA 98005

Phone: 425-283-0549
Fax: 425-283-0599
Email: kids@chess4life.com

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO HIRING A DIVERSE WORKFORCE.**