

NAME: \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF CONEJO & LAS VIRGENES

# APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

**Name**

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

**Address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Location: \_\_\_\_\_

How did you hear about this employment opportunity? \_\_\_\_\_ If hired what date can you begin employment? \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the U.S.?  Yes  No  
 Are you 18 years of age or older?  Yes  No

Have you ever worked for Boys & Girls Clubs before?  Yes  No  
 (If yes): When: \_\_\_\_\_ Where: \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No  
 If yes, explain \_\_\_\_\_

NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may be considered.

## EMPLOYMENT HISTORY

INSTRUCTIONS: List employers starting with the most recent. Explain periods of unemployment. You are welcome to submit a resume but must complete the Employment History section to be considered for employment.

**Employer:**

Street address:	Dates employed From: To:	Positions/Duties:
City: State: Zip:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name:	Starting compensation:	
Title: Phone:	Final compensation:	
Reason for leaving:		

NAME: \_\_\_\_\_

<b>Employer:</b>		
Street address: City:                      State:                      Zip:	Dates employed From: To:	Positions/Duties:
Supervisor Name: Title: Phone:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:	Starting compensation: Final compensation:	

<b>Employer:</b>		
Street address: City:                      State:                      Zip:	Dates employed From: To:	Positions/Duties:
Supervisor Name: Title: Phone:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:	Starting compensation: Final compensation:	

<b>Employer:</b>		
Street address: City:                      State:                      Zip:	Dates employed From: To:	Positions/Duties:
Supervisor Name: Title: Phone:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:	Starting compensation: Final compensation:	

**EDUCATION**

<b>High School:</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree:

<b>College or University:</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree:

NAME: \_\_\_\_\_

<b>College or University:</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree:
<b>Other Relevant Education or Training:</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree or Description of Training:

**PERSONAL REFERENCES**

Please list at least three personal references you have known for at least 5 years. Do not include relatives.

<b>Name:</b>	<b>Contact information:</b>	<b>How long have you known this individual?</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ BEFORE SIGNING**

Boys & Girls Clubs of Conejo & Las Virgenes will consider employment applications for a period of one year. Applicants who have not been hired within one year must submit a new application to be considered for employment. **Upon hire, all employees over the age of 18 must successfully pass a fingerprint screen by the California Department of Justice and the Federal Bureau of Investigations.**

I hereby authorize Boys & Girls Clubs of Conejo & Las Virgenes and its subsidiaries (collectively B&GCA) or its designees to make such investigations and inquiries of my employment history and education background as may be necessary to arrive at a hiring decision. I hereby authorize past employers, schools, and references listed above to provide information in connection with this application. I release said entities or persons from all liability for providing the information. I agree that this application or verbal statements by management does not create an express or implied contract of employment nor guarantee employment for any period of time. Only the President/CEO has the authority to enter into an agreement or employment contract for any specified period and such agreements must be in writing, signed by the President/CEO and the employee. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated by myself or the organization at any time with or without reason and with or without notice. I have read, understand, and by my signature consent to these statements. I certify that all information is true and complete. I understand that any misleading or incomplete statements render this application void, and if employed, would be cause for termination.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_