



**BOYS & GIRLS CLUBS**  
OF GREATER CONEJO VALLEY

# 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:

Do you have any relatives or friends who work for the organization?  Yes  No If yes, who and where do they work?

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No  
 If no, describe the functions that cannot be performed. \_\_\_\_\_

## EMPLOYMENT HISTORY

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

**Employer:**

Street address:  City: <span style="margin-left: 100px;">State:</span> <span style="margin-left: 50px;">Zip:</span>	Dates employed From: To:	Reason for Leaving
---------------------------------------------------------------------------------------------------------------------------	--------------------------------	--------------------

Supervisor Name:  Title: Phone: email:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------------------------------	-----------------------------------------------------------------------------

Job Title:  
Duties:

<b>Employer:</b>		
Street address: City:                      State:                      Zip:	Dates employed From: To:	Reason for Leaving
Supervisor Name:  Title: Phone: Fax: Email:	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title: Duties:		
<b>Employer:</b>		
Street address: City:                      State:                      Zip:	Dates employed From: To:	Reason for leaving:
Supervisor Name:  Title: Phone: Fax: email	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title Duties		
<b>EDUCATION</b>		
<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:
<b>College or University:</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree:
<b>Other Relevant Education</b>		
Street address: City: State:                      Zip:	Number of years completed	Degree or Description of Training:

## PROFESSIONAL REFERENCES REFERENCES

Please list at least three EMPLOYMENT/PROFESSIONAL references you have known for at least 5 years.

NAME	COMPANY	CONTACT INFORMATION	YEARS KNOWN

### PLEASE READ BEFORE SIGNING

\_\_\_\_\_(Initial)Boys & Girls Clubs of Greater Conejo Valley 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 including minors must successfully pass a fingerprint screen by the California Department of Justice and the Federal Bureau of Investigations.** BGC/GCV will conduct criminal background checks of all employees and volunteers, including minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person’s identity and legal aliases, ( b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months. **All job offers are contingent upon passing the fingerprint screen.**

\_\_\_\_I understand all background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual: (a) refuses to consent to a criminal background check, (b) makes a false statement in connection with such criminal background check, (c) is registered, or is required to be registered, on a state or national sex offender registry, (d) has been convicted of a felony consisting of: 1. murder, 2. child abuse, 3. a crime against children, including child pornography, 4. domestic violence, 5. abduction or human trafficking, 6. a crime involving rape or sexual assault, 7. arson, 8. weapons, or 9. physical assault or battery, (e) has been convicted of a drug-related offense committed within the last five year

\_\_\_\_\_(Initial)Boys & Girls Clubs of Greater Conejo Valley 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.

\_\_\_\_I understand that t if I am considered for a position with BGC/GCV I acknowledge I will not initiate one on one contact with a member in person or by technology.

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

**PRINT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_