



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Employment Application

The Boys & Girls Club of the West Valley (BGCWV) has been part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the wellbeing of the youth served, the BGCWV will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies, police, and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. We are an equal opportunity employer, this means applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or handicap.

Please Print

_____		_____
		Date
_____	_____	_____
Last Name	First Name	Middle Initial
Present Address		
_____	_____	_____
No. & Street	City & State	Zip
Permanent Address (if different from present address)		
_____	_____	_____
No & Street	City & State	Zip
_____	_____	_____
Cell Phone	Home Phone	Email

Employment Desired

Position applying for:

Employment Application

Personal Information

How did you hear about our company and this job opening?

Have you previously applied to work at the Boys & Girls Club of the West Valley before? Yes No
If yes, when?

Why are you applying for work at the Boys & Girls Club of the West Valley?

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

Are you at least 18 years old?..... Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.) _____

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: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School/Institution	Address	No. of Years Completed	Year You Graduate?	Degree or Diploma
High School				

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College/University				
Trade School/Vocational				
Other				

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer		Business Number	
Type of Business		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Your Supervisor's Name		May we contact them?	
Address of Business (Street, City, State and Zip)			
Start Date of Employment		End Date of Employment	

Your Position and Duties

Reason for Leaving

Employment Application

Name of Employer

Business Number

Yes No

Type of Business

Your Supervisor's Name

May we contact them?

Address of Business (Street, City, State and Zip)

Start Date of Employment

End Date of Employment

Your Position and Duties

Reason for Leaving

Name of Employer

Business Number

Yes No

Type of Business

Your Supervisor's Name

May we contact them?

Address of Business (Street, City, State and Zip)

Start Date of Employment

End Date of Employment

Your Position and Duties

Reason for Leaving

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name

Last Name

Phone Number

Address (Street, City, State, Zip)

Occupation

Number of Years Acquainted

First Name

Last Name

Phone Number

Address (Street, City, State, Zip)

Occupation

Number of Years Acquainted

Employment Application

First Name

Last Name

Phone Number

Address (Street, City, State, Zip)

Occupation

Number of Years Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize West Valley boys and Girls Club to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Club will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Signature

Date

Employment Application

For Personnel Department Use Only			
Remarks:	Arrange Interview	Yes	No Date:
	_____	_____	_____
Employed	Yes	No	Date of Employment:
Job Title:	_____	_____	_____
Approved By:	_____		Pay Rate: _____
	Name and Title		Date