

# GREAT FUTURES START HERE.



## EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*AN EQUAL OPPORTUNITY EMPLOYER*

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### PERSONAL INFORMATION

First Name	MI	Last	Home Phone
Street Address			Cell Phone
City	State	Zip Code	Email
Social Security No	-	-	Date of Birth / /
Current Driver's License No.	State Issued		

### Employment Desired

Position for which you are applying: Type of Employment (check one):	Full-time ( )	Part-time ( )	Summer only ( )
What interests you about the position for which you are currently applying for?			
Date Available to Start	Volunteer Employment? (Y/N)		
What is your current availability: (Are you attending school, do you have another job, etc.)			
Former Boys & Girls Club Employee: Yes ( ) No ( )			
*If yes, give dates of employment and location: _____			

### Education/ Skills

School	Name and Location	Course of Study Major/Minor Field	Graduate		Diploma, Degree, or Certificate
			Yes	No	
High School					
College or University					
Other Schools (Graduate, technical, business, military, etc.)					
Licenses/certifications held (list them)					

**Education/ Skills Continued**

List any scholastic honors, offices held and extra-curricular activities involved in during high school and college.
List any experience you have had in the Boys & Girls Club or any other youth serving organization.

**Personal References:** List persons familiar with your professional ability who may be contacted. Do not list relatives.

Name	Address	Business	Phone Number	Years Acquainted

**Employment History:** Please provide a complete listing of all jobs or positions you have held in the past ten years. List most recent first. Attach additional sheets if necessary.

<b>Employer</b>	<b>Address</b>	<b>From (Mo./ Yr.)</b>	<b>To (Mo./ Yr.)</b>
<b>Name of Supervisor</b>	<b>Supervisor's Title</b>	<b>Phone Number</b>	
<b>Starting Position</b>	<b>Current or Last Position</b>	<b>Current Pay</b>	
<b>Description of Duties/ Responsibilities</b>		<b>Reason for Leaving</b>	
		<b>May we contact this employer?</b>	

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**Employment History Continued**

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**List hobbies or skills you have that might enhance our program:**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Do you have a relative who is an employee of the Boys & Girls Club of McAllen? ( ) No ( ) Yes	
*If yes, please give the name of relative and relationship: _____	
Have you ever been convicted of a felony, misdemeanor or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)?	
*If yes, please state where, when, and the nature of the offense: _____	
_____	
_____	

I certify that the foregoing answers are true and correct to the best of my knowledge and belief, and I agree that my misstatement of/or omission as to a material fact will constitute grounds for immediate dismissal or rejection of my application. I hereby grant authorization to the Boys & Girls Club of McAllen to contact any person or organization for information and/or documents to verify the validity of any previous statement regarding my employment character and conduct. In consideration of furnishing any information as authorized by me, I hereby forgive and hold harmless any person responding to a request of such information from any and all liability relating to the release or communication of such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<b>Office Use:</b>
Notes: _____
Site: _____ Position: _____ Pay Rate: _____