



**BOYS & GIRLS CLUBS
OF EAST TEXAS**

*Boys & Girls Clubs is an equal opportunity employer. Complete the following information, sign and return this employment application even if you are providing a resume. **Please type or print.***

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State/Zip

Permanent Address: (If different) _____

Phone #'s: () _____ () _____ () _____
Home Cell/Mobile Emergency# &Name

Are you over the age of 18? [] Y or [] N

Do you have a myspace page? If so, what is the address? www.myspace.com/ _____ or under
what name can you be found? _____

Do you have a facebook page? If so, what is the address? www.facebook.com/ _____ or under
what name can you be found? _____

Have you ever worked at Boys & Girls Clubs? [] Y or [] N If yes, where and when? _____

Do you have any friends, relatives, or acquaintances working for Boys & Girls Clubs of East Texas? [] Y or [] N
If yes, state name & relationship: _____

What days and hours are you available for work? _____

If hired, would you have transportation to/from work? [] Y or [] N

Have you ever been convicted of, or plead guilty or no contest to, a criminal offense (felony or misdemeanor)? [] Y or [] N

If yes, for each occurrence please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case (s).

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Do you speak, write or understand any foreign languages? [] Y or [] N If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be. _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? [] Y or [] N If yes, please explain _____

EDUCATION, TRAINING AND EXPERIENCE:

High School:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N Degree / diploma? : _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____ Skills/duties: _____

Related details: _____

EMPLOYMENT HISTORY

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.

Name of Employer: _____ Name of Supervisor: _____

Telephone Number: _____ Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____ May we contact this employer for references? [] Y or [] N

Name of Employer: _____ Name of Supervisor: _____

Telephone Number: _____ Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____ May we contact this employer for references? [] Y or [] N

Name of Employer: _____ Name of Supervisor: _____

Telephone Number: _____ Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____ May we contact this employer for references? [] Y or [] N

Name of Employer: _____ Name of Supervisor: _____

Telephone Number: _____ Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____ May we contact this employer for references? [] Y or [] N

REFERENCES

List below **three** persons who have knowledge of your work performance within the last four years. Please list **one** family reference.

1. _____
Name Phone#

Address Relationship/ How long known?

2. _____
Name Phone#

Address Relationship/ How long known?

3. _____
Name Phone#

Address Relationship/ How long known?

4. _____
Name Phone#

Address Relationship/ How long known?

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this employer, terms for my immediate expulsion from the company. Initials _____

I understand that if I am employed, my employment is at-will and that the Boys & Girls Clubs of East Texas expressly reserves the right to terminate the employment relationship at any time, for any legal reason whatsoever, with or without cause and with or without notice. Initials _____

I permit the employer to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation. Initials _____

BACKGROUND CHECK

Public Law 91-508 requires that we advise you that a criminal background check will be run during the routine process of reviewing your application. References and past employers will also be contacted in an effort to make the best employment decision possible for the youth and children that we serve.

Your signature below indicates that you understand a background check will be run and that all of the information you have given in this application is true and correct.

Signature of Applicant

Date