



# Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

|  |                     |
|--|---------------------|
| Position(s) Applied For  | Date of Application |
| How did you learn about us?<br><input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other |                     |

|  |            |                |
|--|------------|----------------|
| Last Name  | First Name | Middle Name    |
| <hr/> Address <i>Number</i> <i>Street</i> <i>City</i> <i>State</i> <i>Zip Code</i> |            |                |
| Telephone number(s)  |            | Email Address: |

- If you are under 18 years of age, can you provide required proof of eligibility to work?..... Yes     No
- Have you ever filed an application with us before?..... Yes     No  
 If yes, give date \_\_\_\_\_
- Have you ever been employed with us before?..... Yes     No  
 If yes, give date \_\_\_\_\_
- Do any of your friends or relatives, other than spouse, work here?..... Yes     No
- Are you currently employed?..... Yes     No
- Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? ..... Yes     No  
*Proof of citizenship or immigration status will be required upon employment*

If yes, please provide date(s) and details \_\_\_\_\_

*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Date available for work \_\_\_/\_\_\_/\_\_\_    What is your desired salary range? \_\_\_\_\_

- Are you available to work:    Full-Time  
     Part-Time (Please indicate Mornings – Afternoons – Evenings)  
     Temporary(Please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall?..... Yes     No

Can you travel if a job requires it?..... Yes     No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EMPLOYMENT HISTORY

Provide the following information of your past four (4) employers, assignments or other volunteer activities, starting with the most recent.

|   |           |  |                              |
|---|-----------|--|------------------------------|
| <b>From</b>                                   | <b>To</b> | <b>Employer</b>  | <b>Telephone #</b><br>(    ) |
| <b>Starting Job Title/Finishing Job Title</b> |           | <b>Address</b>   |                              |
| <b>Immediate Supervisor and Title</b>         |           | <b>Summarize the Nature of Work Performed and Job Responsibilities</b> |                              |
| <b>May We Contact For Reference</b>           |           |  |                              |
| <b>Reason For Leaving</b>                     |           |  |                              |

|   |           |  |                              |
|---|-----------|--|------------------------------|
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| <b>Starting Job Title/Finishing Job Title</b> |           | <b>Address</b>   |                              |
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| <b>Reason For Leaving</b>                     |           |  |                              |

|   |           |  |                              |
|---|-----------|--|------------------------------|
| <b>From</b>                                   | <b>To</b> | <b>Employer</b>  | <b>Telephone #</b><br>(    ) |
| <b>Starting Job Title/Finishing Job Title</b> |           | <b>Address</b>   |                              |
| <b>Immediate Supervisor and Title</b>         |           | <b>Summarize the Nature of Work Performed and Job Responsibilities</b> |                              |
| <b>May We Contact For Reference</b>           |           |  |                              |
| <b>Reason For Leaving</b>                     |           |  |                              |

|   |           |  |                              |
|---|-----------|--|------------------------------|
| <b>From</b>                                   | <b>To</b> | <b>Employer</b>  | <b>Telephone #</b><br>(    ) |
| <b>Starting Job Title/Finishing Job Title</b> |           | <b>Address</b>   |                              |
| <b>Immediate Supervisor and Title</b>         |           | <b>Summarize the Nature of Work Performed and Job Responsibilities</b> |                              |
| <b>May We Contact For Reference</b>           |           |  |                              |
| <b>Reason For Leaving</b>                     |           |  |                              |

If you need additional space, please continue on a separate sheet of paper.

## EDUCATION

| Name and Location     | # of Years Completed | Did you Graduate? |        | Course of Study |
|-----------------------|----------------------|-------------------|--------|-----------------|
| High School           |                      |                   |        |                 |
| Undergraduate College |                      | Major             | Degree |                 |
| Graduate Professional |                      | Major             | Degree |                 |
| Other (Specify)       |                      |                   |        |                 |

Describe any specialized training, apprenticeship, skills and extra-curricular activities and/or any job-related training received in the United States Military.

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## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. State any additional information you feel may be helpful to us in considering your application.

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### SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

| Internet                            | Spreadsheet                              | Software (list) | Other (list) |
|-------------------------------------|--|-----------------|--------------|
| <input type="checkbox"/> PC/MAC     | <input type="checkbox"/> Word Processing | _____           | _____        |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand       | _____           | _____        |
| <input type="checkbox"/> WPM _____  | <input type="checkbox"/> WPM _____       | _____           | _____        |

List professional, trade, business or civic activities and offices held.  
*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  YES  NO

### REFERENCES

|           |                   |
|-----------|-------------------|
| <b>1.</b> | _____ ( ) _____   |
|           | Name Phone Number |
|           | _____             |
|           | Email Address     |
| <b>2.</b> | _____ ( ) _____   |
|           | Name Phone Number |
|           | _____             |
|           | Email Address     |
| <b>3.</b> | _____ ( ) _____   |
|           | Name Phone Number |
|           | _____             |
|           | Email Address     |



Boys & Girls Clubs of Sonoma Valley

**DISCLOSURE & RELEASE FORM**  
Employee Driving Record & Background Check Information

The safety of children/youth in our programs is the utmost importance to the Boys & Girls Clubs of Sonoma Valley. We design our programs, policies and practices to ensure that children/youth are safe and have a positive experience while in our care.

All BGCSV employees and volunteers are subject to background checks upon hire and at least every year after that. Background checks may include, but are not limited to, checks of an employee's driver's license, National Sex Offender search, state and federal criminal records via the Department of Justice and FBI; any offenses or convictions may prevent on-going employment, as permitted by applicable law.

The following will exclude you from employment:

- Murder
- Child Abuse
- A crime against Children, including child pornography
- Domestic Violence
- Abduction or human trafficking
- A crime involving rape or sexual assault
- Arson
- Weapons or
- Physical assault or battery
- Has been convicted of a drug related offense committed in the last 5 years

I understand that Consumer Reports, including Motor Vehicle Reports and background checks may be obtained as part of the Boys & Girls Clubs of Sonoma Valley's evaluation of my job application and/or employment. The reports may be obtained by the Department of Justice, Company's On-line background check, Company's insurance broker or insurance company and may include my driving record, an assessment of my insurability under the Company's insurance coverages, or other reports. By signing this disclosure, I hereby authorize the Company to procure such reports and additional reports about me from time to time, as it deems appropriate, to evaluate my insurability or for other permissible purposes.

Signature of Employee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date