



BOYS & GIRLS CLUBS
OF SONOMA VALLEY

Application For Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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.

Last Name **First Name** **M.I.**

Address **City** **State/ Zip code**

Telephone number **Email Address**

Position(s) Applied For **Date**

If you are under 18 years of age, can you provide required proof of eligibility to work?..... Yes No N/A

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

Have you worked or volunteered with another Boys & Girls Clubs?..... Yes No
 If yes, give date _____ Where? _____
 Please list all contact information: _____

Were you a member of any Boys & Girls Clubs?..... Yes No
 If yes, give date range: _____ Where? _____

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

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

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 ___/___/___ - ___/___/___)

Proof of citizenship or immigration status will be required upon employment

How did you learn about us?
 Advertisement Relative Friend Inquiry Employment Agency Job Search Website Other

EMPLOYMENT HISTORY

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

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

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Starting Job Title/Finishing Job Title		Address	
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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)				

SPECIALIZED SKILLS

Describe any specialized training, apprenticeship, skills, and extra-curricular activities and/or any job-related training received.
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Software (list)	Certification (list)
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ADDITIONAL INFORMATION

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.

Note to Applicants: Do Not Answer the 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

Please include two professional references, which should include your most recent employer.
Please do not use a family member as a reference.

1. _____ () _____
Name Phone Number

Email Address

2. _____ () _____
Name Phone Number

Email Address

3. _____ () _____
Name Phone Number

Email Address

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.

I authorize & understand the Boys & Girls Clubs of Sonoma Valley will contact my references.

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