



EMPLOYEE

APPLICATION

GENERAL

NAME (Last) (First) (Middle Initial)			TELEPHONE (Area Code)
OTHER NAMES USED		ALTERNATE PHONE NO.	
PHYSICAL ADDRESS (City, State, Zip Code)		MAILING ADDRESS (City, State, Zip Code)	
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	WILL THIS BE YOUR PRIMARY WORK PLACE? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUB OF EL CAMPO (BGCEC)?			
PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUBS? (If any, give dates, position, location)			
RELATIVES EMPLOYED BY BGCEC? (If any, give dates, positions)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.) OR DO YOU HAVE ANY CRIMINAL CASES PENDING AT THIS TIME? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____			

Note: Conviction of a crime will not necessarily disqualify you for employment or volunteer work. Each conviction will be judged on its own merit with respect to time and job relatedness.

POSITION APPLIED FOR

TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

REFERENCES
Please list three references other than relatives or previous employers.

NAME	ADDRESS (City, State, Zip Code)	PHONE
NAME	ADDRESS (City, State, Zip Code)	PHONE
NAME	ADDRESS (City, State, Zip Code)	PHONE



EMPLOYEE

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WORK EXPERIENCE
Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			



EMPLOYME

PLICATION

ALL APPLICANTS: JOB RELATED SKILLS

JOB RELATED SKILLS:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

CAN YOU PERFORM THIS JOB (AS DETAILED VERBALLY OR IN THE JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMMODATION?

VOLUNTEERS ONLY: AVAILABILITY / INTEREST INVENTORY

HOW OFTEN ARE YOU WILLING TO VOLUNTEER: DAILY WEEKLY MONTHLY AS NEEDED BASIS

TIMES OF THE WEEK YOU WILL BE AVAILABLE (SCHOOL YEAR):

TIMES OF THE WEEK YOU WILL BE AVAILABLE (SUMMER):

MONDAY:

MONDAY:

TUESDAY:

TUESDAY:

WEDNESDAY:

WEDNESDAY:

THURSDAY:

THURSDAY:

FRIDAY:

FRIDAY:

WOULD YOU BE AVAILABLE FOR SPECIAL EVENTS AND/OR MEETINGS: DAYTIME EVENINGS WEEKENDS

INTERESTS: Please check the area(s) that interest you. Check as many as you like.

PROGRAM VOLUNTEERS:

TUTORING: List subjects _____

SPORTS COACH/ASSISTANT: List sports _____

MUSIC ARTS & CRAFTS TECHNOLOGY CULINARY GARDENING RECREATIONAL ACTIVITIES MENTORING CHAPARONE

OTHER: _____

ADMINISTRATIVE VOLUNTEERS:

MAILING FLYER DISTRIBUTION DATA ENTRY OTHER: _____

SPECIAL EVENT VOLUNTEERS:

FUNDRAISING EVENTS PROGRAM EVENTS OTHER: _____

BOARD / COMMITTEE VOLUNTEERS:

Please indicate if you are interested in: BOARD OF DIRECTORS BOARD COMMITTEE OTHER: _____

QUALIFICATIONS: If you have a professional background or expertise in some of the checked areas, please give a brief synopsis. If you have other skills/talents that you would like to share, please describe them.



EMPLOYME

PLICATION

AUTHORIZATION TO RELEASE EMPLOYMENT/REFERENCE INFORMATION

I understand that Boys & Girls Clubs of El Campo (BGCEC) will attempt to verify statements made on my application and made during my employment/volunteer interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. I further give the listed references my permission to answer any and all questions regarding my character, skill and dependability. Nonetheless, in consideration of BGCEC's review of this application and my candidacy for employment/volunteerism, I release BGCEC, all references and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCEC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

____ Yes ____ No **** Place your initials in the appropriate space to indicate and document your consent to this authorization.**

Signature

Date

APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of El Campo (BGCEC) requires certain information about me to evaluate my qualifications for employment/volunteerism and conduct its business if I become an employee/volunteer. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed or volunteering at BGCEC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCEC.

I also authorize BGCEC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCEC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment/volunteerism, I agree to conform to the rules of BGCEC. I understand that I have the right to terminate my employment/volunteerism at any time with or without notice, with or without cause, and that BGCEC has a similar right. I understand my employment/volunteerism by BGCEC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that my employment may require me to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCEC. I also understand that BGCEC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the President of BGCEC Board of Directors has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCEC's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCEC will attempt to verify statements made on my application and made during my employment interview.

Signature

Date