

Name:	
Date:	____/____/____

EMPLOYMENT APPLICATION



BOYS & GIRLS CLUB OF TRUCKEE MEADOWS

For Club Use ONLY	
Interview	Orientation
Date: ____/____/____	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Time: ____:____	Date: ____/____/____
Reference Checks Completed	Placement
Reference Check 1 <input type="checkbox"/> By: _____	Site: _____
Reference Check 2 <input type="checkbox"/> By: _____	Supervisor: _____
Reference Check 3 <input type="checkbox"/> By: _____	



BOYS & GIRLS CLUB

OF TRUCKEE MEADOWS

EMPLOYMENT APPLICATION

Equal Opportunity Employer

GENERAL					
Name:					
	<i>First</i>	<i>Last</i>	<i>MI</i>		
Telephone:					
	<i>Home</i>	<i>Cell</i>	<i>Email Address</i>		
Present Address:					
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Are you authorized to work in the united states?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you at least 18 years of age? Are you at least 21 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
How were you referred to the Boys & Girls Club of Truckee Meadows?	Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> BGCTM Website <input type="checkbox"/> TMCC Website <input type="checkbox"/> UNR Website <input type="checkbox"/> Employee Referral <input type="checkbox"/> Other <input type="checkbox"/> _____ If referred by a Boys & Girls Club Employee, please list their name below:				
Position Applying For:		Date Available:		Salary Desired:	
Available to work:	Anytime <input type="checkbox"/> 6:30 a. - 9:30 a <input type="checkbox"/> 2:00 p. - 7:00 p. <input type="checkbox"/> 3:30 p. - 6:30 p. <input type="checkbox"/> Saturday <input type="checkbox"/>				
Have you worked for the Boys & Girls Club before?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give location, dates, and position:			
Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give the date(s) and details:					
<i>Note: Answering "Yes" to these questions will not necessarily disqualify you for employment. Each will be judged on its own merit with respect to time and job relatedness.</i>					

EDUCATION			
School	Name & Location	Graduate	Degree
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College or University		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Schools (Graduate, Technical, business, military, etc.)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

WORK EXPERIENCE				
<i>start with current or last employer first</i>				
Company Name			Your Title or Position	
Company Address:				
		<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
Start Date	____/____/____		Starting Salary	\$ _____
End Date	____/____/____		Final Salary	\$ _____
Supervisors Information				Yes <input type="checkbox"/> No <input type="checkbox"/>
		<i>Name</i>	<i>Title</i>	<i>Telephone</i> <i>May we Contact?</i>
Brief Description of Duties and Responsibilities				
Exact Reason for Leaving				

Company Name			Your Title or Position	
Company Address:				
		<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
Start Date	____/____/____		Starting Salary	\$ _____
End Date	____/____/____		Final Salary	\$ _____
Supervisors Information				Yes <input type="checkbox"/> No <input type="checkbox"/>
		<i>Name</i>	<i>Title</i>	<i>Telephone</i> <i>May we Contact?</i>
Brief Description of Duties and Responsibilities				
Exact Reason for Leaving				

Company Name			Your Title or Position	
Company Address:				
		<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
Start Date	____/____/____		Starting Salary	\$ _____
End Date	____/____/____		Final Salary	\$ _____
Supervisors Information				Yes <input type="checkbox"/> No <input type="checkbox"/>
		<i>Name</i>	<i>Title</i>	<i>Telephone</i> <i>May we Contact?</i>
Brief Description of Duties and Responsibilities				
Exact Reason for Leaving				

GENERAL INFORMATION:

Have you ever been convicted of or have you admitted to committing a felony or any of the following criminal offenses in this state or similar offenses in another state or jurisdiction? Yes No

- Contributing to the delinquency of a minor
- Incest
- Kidnapping
- Sexual Assault
- Robbery
- Sexual conduct with a minor
- A dangerous crime against children, aggravated assault committed against a minor less than 15 years of age resulting in a serious physical injury or committed by the use of a deadly weapon or dangerous instrument.
- Felony offences involving distribution of marijuana or dangerous or narcotic drugs
- Aggravated assault
- Sexual abuse of a minor
- First or Second Degree murder
- Arson
- Burglary
- Child abuse
- Molestation of a child

(Includes crimes listed herein involving a minor under 15 years of age.)

Signature: _____ Date: ____/____/____

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application will be grounds for rejection of this application or for immediate dismissal, regardless of the time elapsed before discovery.

_____ In order to safeguard the well being of the youth served by our organization, I authorize the Boys & Girls Club of Truckee Meadows to verify all information provided by me on this application. I hereby authorize any reference listed on this application and/or any educational entity or person on this application to disclose to the organizations any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands, or liabilities arising out of in any way related to such investigation or disclosure.

_____ I understand that it is a requirement of the organization that all employees who work with or have contact with children be fingerprinted. I understand that fingerprints will be used to check the criminal history reports of Washoe County, the state of Nevada and the FBI.

Signature: _____ Date: ____/____/____

REFERENCES- Please list 3 personal or professional references below			
	Name	Telephone Number	How do you know this person?
REFERENCE 1			
REFERENCE 2			
REFERENCE 3			

JOB APPLICANT AGREEMENT

I understand that the Boys & Girls Club of Truckee Meadows requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. 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 by BGCTM. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCTM.

I also authorize BGCTM 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 BGCTM 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, I agree to conform to the rules of BGCTM. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCTM has a similar right. I understand my employment by BGCTM 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 I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCTM. I also understand that BGCTM 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 Chief Professional Officer of BGCTM 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 BGCTM's ability to verify this necessary information.

Applications will not be considered active after the position is filled and will expire after 30 days of initial completion. I understand that BGCTM will attempt to verify statements made on my application and made during my employment interview.

Signature: _____ Date: ____/____/____