



Employment/Volunteer Application

Date of Application: _____

The Boys & Girls Club of the Hi-Desert is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. In order to safeguard the well-being of the youth served, the Boys & Girls Club of the Hi-Desert investigates the accuracy of data provided in the application process for all applicants before staff will be considered for employment. This investigation may include, but is not limited to, reference checking with past employers, schools, appropriate volunteer agencies, police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. After employment, a statement of good health may be required from a physician.

The Boys & Girls Club of the Hi-Desert is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, age, national origin, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment as well as the use of all Club facilities. No form of unlawful discriminations, including unlawful harassment, will be condoned.

The Boys & Girls Club of the Hi-Desert is an at-will employer and either the employee or the employer may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Board President.

POSITION APPLYING FOR: _____

Paid Full Time _____	Salary Required _____ /hour or /year
Paid Part Time _____	Date Available _____
Volunteer _____	Willing to Travel _____
Work Study _____	Days & Hours Available _____

Name: _____	Telephone: _____
Address: _____	City: _____
State: _____ Zip: _____	
Email Address: _____	

HAVE YOU EVER BEEN TERMINATED INVOLUNTARILY FROM A PAID OR VOLUNTEER POSITION OR SUSPENDED FROM AN EDUCATIONAL INSTITUTION? YES ___ NO ___ IF YES, EXPLAIN CIRCUMSTANCES: _____

Can you verify US Citizenship or your right to work in the U.S.? _____

EDUCATION BACKGROUND

School	Name & Location	Major	From/To	Graduate	Degree
High School	_____				
College	_____				
Technical	_____				

If you did not graduate from any school you attended, state why: _____

Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___ If yes, describe in full:

Driver's License #: _____ State(s): ___ Social Security #: ____-____-_____

Gender: M ___ F ___ Date of Birth: MMM/DD/YYYY ____/____/_____

Work Experience

Show present of last employer first and work back. Do not detail duties and responsibilities if described in an attached résumé. Use additional pages if necessary.

Company Name: _____
Company Address: _____
Your Position: _____
Date Started: _____ Date Left: _____ Starting Wage: _____ Ending Wage: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___
Description of duties and responsibilities: _____

Reason for Leaving: _____

Company Name: _____
Company Address: _____
Your Position: _____
Date Started: _____ Date Left: _____ Starting Wage: _____ Ending Wage: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___
Description of duties and responsibilities: _____

Reason for Leaving: _____

Company Name: _____
Company Address: _____
Your Position: _____
Date Started: _____ Date Left: _____ Starting Wage: _____ Ending Wage: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___
Description of duties and responsibilities: _____

Reason for Leaving: _____

Company Name: _____
Company Address: _____
Your Position: _____
Date Started: _____ Date Left: _____ Starting Wage: _____ Ending Wage: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___
Description of duties and responsibilities: _____

Reason for Leaving: _____

Volunteer Experience

Company Name: _____
Company Address: _____
Date Started: _____ Date Left: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___

Company Name: _____
Company Address: _____
Date Started: _____ Date Left: _____
Supervisor's Name: _____ Supervisor's Title: _____
Supervisor Phone #: _____ May we contact employer: Yes ___ No ___

Personal

Skills and Interests: _____

If accepted, what kind of assignment would you prefer? _____

I certify that all the answers given by me to all of the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information. I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal of or summary dismissal from employment. I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and I understand that upon written request, information as the nature and scope of the inquiry, if one is made, will be provided to me.

Signature: _____ Date: _____

In case of emergency, please contact:

Name: _____ Telephone #: _____

Address: _____

Relationship to you: _____
