



BOYS & GIRLS CLUBS
OF COLLIN COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PERSONAL DATA **DATE**

LAST NAME FIRST MIDDLE

HOME ADDRESS MAILING ADDRESS (Leave blank if same as home address)

STREET STREET

CITY STATE ZIP CITY STATE ZIP

TELEPHONE (AREA CODE)/NUMBER TELEPHONE (AREA CODE)/NUMBER

Email: Are you 18 years of age or older? Yes No

POSITION(S) APPLIED FOR PAY DESIRED \$ per week/hour (circle one)

Have you ever worked for Boys & Girls Club of America? Yes No
If so, please specify location(s) and date(s).

The following conditions may be required at some point in a job assignment. If required, would you be willing to work: (please check answer)

(a) Work schedule other than Monday thru Friday? Yes No What date would you be available to start work? _____

(b) Overtime? Yes No How many hours per week do you want to work? _____

Type of employment desired? Full Time Part Time Temporary Summer (please circle one)

EDUCATION AND TRAINING

Type of School	Name, City and State	Graduate? Yes/No	Type of Degree Diploma or Certificate	Major/Minor Field of Study
High School				
College or University				
Other Education or Training				

Academic Achievements and Activities: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant: _____

REFERRAL INFORMATION

How were you referred to us?

Walk-in Applicant Advertisement School

Employee Referral _____ Employment Agency Internet

Employee who referred you

Other (specify) _____

SECURITY DATA

Are you currently under indictment for or have you ever pled guilty, no contest or been convicted of a felony by a civilian or military court?
YES NO (please circle answer)

Are you currently under indictment for or have you ever pled guilty, no contest or been convicted of a misdemeanor or felony for mistreatment or abuse of a child?
YES NO (please circle answer)

If yes to either, please describe the circumstances indicating the date, nature, and place of the offense and disposition of the case. NOTE: A felony conviction will not necessarily bar you from employment since this will be looked upon as only one of the factors considered in the employment decision and is evaluated in terms of nature, severity and date of offense. _____

EMPLOYMENT EXPERIENCE

Please list your job history for the past five years (or last three employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service, summer/part-time jobs and cooperative education assignments. This section must be completed even if you submit a resume.

Company Name and Address	Dates Employed Month Year	Base Rates of Pay	Position/Title and Description of Duties	Reason for Leaving
	From	Starting		
		\$ Per		
	To	Final		
Telephone ()		\$ Per		Supervisor:
	From	Starting		
		\$ Per		
	To	Final		
Telephone ()		\$ Per		Supervisor:
	From	Starting		
		\$ Per		
	To	Final		
Telephone ()		\$ Per		Supervisor:

Do you have any objections to our contacting your present employer to verify the above?

_____ No, you may contact anytime. _____ Do not contact now; you may contact at a later date. (Please specify e.g. after acceptance of offer or a specific date, if appropriate)._____

List any other skills (e.g. military service, etc.) which you believe should be considered in evaluating your qualifications for employment.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

- The information that I have provided on this application is true and complete in all respects. I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination of my employment.
- I understand that any offer of employment is conditioned on my ability to:
 - Provide proof of my identity and authorization to work in the United States;
 - Successfully complete a drug test, and/or a medical examination if required for the job I am applying for; and
 - I authorize the B&GCCC to obtain information regarding my criminal history record and a pre-employment drug screening. I understand that as long as I remain an employee with B&GCCC, the criminal history records check may be repeated at any time, and I will be subject to random drug tests.
- I authorize BGCCC to investigate all information provided by me to secure any necessary information from employers, references and other institutions in connection with my application for employment. I hereby release BGCCC and any individuals and/or organizations that provide information on me from any and all liability arising from requesting and/or furnishing such information.
- I understand that nothing contained in this employment application or in the pre-employment process creates an employment contract between myself and BGCCC for either employment or for the providing of any benefit. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that B&GCCC retains the right to terminate my employment at any time for any reason.

IF HIRED, I UNDERSTAND AND ACCEPT THESE CONDITIONS OF MY CONTINUING EMPLOYMENT.

APPLICANT

DATE

BGCCC does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, veteran status or any other protected status. No question on this application is intended to secure information to be used for such purpose.



Boys & Girls Clubs of Collin County

Reference Information Form

**Must provide 2 Business & 1 Personal*

Name: _____

Reference 1

Name: _____

Business/Personal: _____

Phone:----- _____

Comment: _____

Reference 2

Name: _____

Business/Personal: _____

Phone: _____

Comments: _____

Reference 3

Name: _____

Business/Personal: _____

Phone: _____

Comments: _____