

Applicant's Name: _____
Position Applying For: _____
Date: _____

APPLICATION FOR EMPLOYMENT



BOYS & GIRLS CLUBS

Serving communities in the Inland Empire since 1967

Loma Linda • Mentone • Moreno Valley • Redlands • Riverside • San Bernardino

Administrative Offices
Dennis Hansberger Clubhouse
1251 Clay Street
Redlands, CA 92374
Phone: 888.822.6535 Fax: 888.822.6576

Hiring Philosophy

More than money, more than bricks and mortar, people make the difference at the Boys & Girls Clubs. Finding the right person is one of the most important decisions Boys & Girls Clubs make. Effective recruiting makes the difference between hiring employees who are merely adequate and hiring those who are best for the job.

Site: _____ Acrotime – Date Entered _____
Position: _____ Quickbooks – Date Entered _____
Supervisor: _____ ID Badge Printed _____
Start Date: _____
Employee ID: _____
Education: ___ 48+ Credits ___ Degree
 ___ NCLB test



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Position Applying For: _____

Date: _____

Name: _____
First M.I. Last

Primary Phone #: _____ Cell Home Work Address: _____
Alternate Phone #: _____ Cell Home Work
Email: _____ Cell Work
Social Security Number: ____ - ____ - ____

Have you ever filed an application with the Boys & Girls Clubs before? Yes No
If yes, please give date & location _____

How did you hear about the Boys & Girls Clubs?
 Friend: _____ School Newspaper Website Other: _____

Are you currently employed? Yes No
If yes, may we contact your current employer? Yes No

Upon employment, can you show proof of your legal right to work in the U.S.? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work?
 Yes No

Have you ever worked under another name or used another name for legal documents? Yes No
If yes, please list names: _____

On what date would you be available to start work? _____

Are you available to work: Full Time Part Time Temporary

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

Can you travel, if the job requires it? Yes No

Have you ever been convicted of child abuse or neglect? Yes No

Has your driver's license ever been suspended or revoked? Yes No

After reading the job description, are you able to perform the essential functions of the job?
 Yes No

Are there any other facts or circumstances involving you or your background that would call into question about your being entrusted with the supervision, guidance, and care of young people?
 Yes No

If yes, please explain:

EDUCATION

| | Name & Address of School | Course of Study | Years Completed | Diploma/Degree |
|---------------------------------|--------------------------|-----------------|---|--|
| High School | | GENERAL | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Undergraduate College | | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Graduate Professional | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other _____ (Please specify) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please indicate any foreign languages you can speak, read and/or write:

| | Language #1: | Language #2: | Language #3: |
|--------------|---|---|---|
| SPEAK | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| READ | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| WRITE | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair | <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair |

Please list any specialized training, job-related skills, and qualifications acquired from other employment experiences, volunteer experiences, and extra-curricular activities:

Are you proficient with the following office equipment/software?:

| | Yes | No | | Excellent | Good | Fair | No Experience |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Fax Machine | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy Machine | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Excel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Computer | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Outlook | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Binding Machine | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Laminating Machine | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Publisher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital Camera | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Power Point | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital Video Camera | <input type="checkbox"/> | <input type="checkbox"/> | Adobe PhotoShop Elements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LCD Projector | <input type="checkbox"/> | <input type="checkbox"/> | Windows Movie Maker | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Multi-Line Phone | <input type="checkbox"/> | <input type="checkbox"/> | Sonic Foundry Acid Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Internet Search Engines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Typing: _____ wpm _____ 10-key

Please list three character references (NOT including family):

| Name | Primary Phone # | Alternate Phone # | Relationship |
|------|-----------------|-------------------|--------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

EMPLOYMENT HISTORY

Please fill out your employment history. Start with your present or most recent job. Please include any job-related military service assignments and volunteer experience.

| | | | | |
|---|--------------------|-------------|---|------------|
| Employer | | | Dates Employed From: _____ To: _____ | |
| Address | City | State & ZIP | Phone Number | Fax Number |
| Job Title | Supervisor & Title | | | |
| Reason For Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Laid-Off <input type="checkbox"/> Other _____ | | | | |
| Responsibilities/Duties: _____ _____ _____ | | | | |

| | | | | |
|---|--------------------|-------------|---|------------|
| Employer | | | Dates Employed From: _____ To: _____ | |
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| | | | | |
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| Job Title | Supervisor & Title | | | |
| Reason For Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Laid-Off <input type="checkbox"/> Other _____ | | | | |
| Responsibilities/Duties: _____ _____ _____ | | | | |

By signing this document, I am aware that the Boys & Girls Clubs may contact the listed references. I authorize the Boys & Girls Clubs to conduct a background check on me and investigate all statements made on this application. I also certify that all answers on this application and any attachments are true and complete to the best of my knowledge and I have not withheld any pertinent information. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature

Date

Please Print Name