



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Social Security Number: _____ Phone: _____

Driver's License Number: _____ State of Issue: _____

Are you at least 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a Boys and Girls Club Alumni (Former Club member)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you authorized to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be providing a résumé (optional)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be providing references (optional)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

How were you referred to the Boys and Girls Clubs of Cascade County or hear about our positions?

Previous employment with this organization? (If any, provide dates, position, and location)

Relatives employed by this organization? (If any, provide dates, position, and location)

Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability an employee of the Club? Yes No

Have you been convicted of, plead guilty to, and/or pled nolo contendere 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.)? Yes No

If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

Please note, all employees are subject to a background check annually. Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.

Positions Applied For

Position(s): _____

Date Available: _____ Salary Requirements: _____

Willingness to travel? (approximate percentage if position indicates): _____

For YDP positions: Our Clubs offer a variety of programs in many areas and serve youth ages 5-18 years old. Which program areas/ages are of interest (this does not guarantee placement):

Education/Academics/STEM

Technology/Computer Lab

Health/Wellbeing/Healthy eating

Lower Elementary Grades (K-3rd)

Alcohol/Tobacco/Drug Prevention Programs

Upper Elementary Grades (4-6th)

Art/Crafts

Teens (7th grade and up)

Sports/Fitness/Gym

Education

High school name and location: _____

Graduate? Yes No Degree: _____

School/Organization name and location: _____

Graduate? Yes No Degree/Major/Type of training: _____

School/Organization name and location: _____

Graduate? Yes No Degree/Major/Type of training: _____

Work Experience

Company name: _____ Title/Position: _____

Company Address: _____

City/State: _____ Zip code: _____ Start date: _____

End date: _____ Starting salary: _____ Ending salary: _____

Supervisor name: _____ Supervisor title: _____

Phone number: _____ May we contact this employer? Yes No

Duties/Responsibilities (briefly): _____

Reason for leaving: _____

Company name: _____ Title/Position: _____
Company Address: _____
City/State: _____ Zip code: _____ Start date: _____
End date: _____ Starting salary: _____ Ending salary: _____
Supervisor name: _____ Supervisor title: _____
Phone number: _____ May we contact this employer? Yes No
Duties/Responsibilities (briefly): _____

Reason for leaving: _____

Company name: _____ Title/Position: _____
Company Address: _____
City/State: _____ Zip code: _____ Start date: _____
End date: _____ Starting salary: _____ Ending salary: _____
Supervisor name: _____ Supervisor title: _____
Phone number: _____ May we contact this employer? Yes No
Duties/Responsibilities (briefly): _____

Reason for leaving: _____

All applicants please answer the following questions:

Typing speed: _____ WPM Are you comfortable using a copier and fax machine? Yes No
Are you comfortable using Microsoft programs including Word, Excel, and Publisher? Yes No
Please list any other relevant skills, knowledge of computer programs, etc: _____

Can you perform this job (as detailed verbally or in a job description) with or without reasonable accommodation? Yes No

Job Applicant Agreement

I understand that the Boys & Girls Clubs of Cascade County 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 the Boys & Girls Clubs of Cascade County. The use of this application blank does not indicate there are positions open and does not in any way obligate the Boys & Girls Clubs of Cascade County.

I also authorize the Boys & Girls Clubs of Cascade County 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 BGCA 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 the Boys & Girls Clubs of Cascade County. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that the Boys & Girls Clubs of Cascade County has a similar right. I understand my employment by the Boys & Girls Clubs of Cascade County 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 the Boys & Girls Clubs of Cascade County. I also understand that the Boys & Girls Clubs of Cascade County has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

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 the Boys & Girls Clubs of Cascade County's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that the Boys & Girls Clubs of Cascade County will attempt to verify statements made on my application and made during my employment interview.

By signing below, I attest that I agree to the statements above and that all information I have provided is true and correct.

Signature: _____ Date: _____

Thank you for your interest in employment with the Boys and Girls Clubs of Cascade County.

We are an EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

For Internal Use Only

Application reviewed by/when: _____ Recommended for interview? Yes No

Scheduled interview date: _____ Interviewed by: _____

Employment offer? Yes No Position: _____

Applicant accepted employment offer? Yes No Date: _____