



**BOYS & GIRLS CLUBS**  
OF CENTRAL SONOMA COUNTY

# APPLICATION FOR EMPLOYMENT

*(Please Print)*

NAME: _____			
LAST	FIRST	MIDDLE	
ADDRESS: _____			
STREET	CITY	STATE	ZIP
TELEPHONE: HOME _____	WORK _____	CELL _____	
E-MAIL ADDRESS: _____			

Position applied for: \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Type of employment desired:                      Full Time                      Part-time                      Temporary                      Seasonal                      Educational

May we contact your current employer? Yes              No

If you are under 18, can you furnish a work permit? Yes              No

Can you, with or without reasonable accommodation, perform the essential duties of this job? Yes              No

Are you legally eligible for employment in this country?(Proof required upon employment) Yes              No

Will you travel if the job requires? Yes              No

Will you work overtime if required? Yes              No

Have you ever been convicted of a crime (misdemeanor or felony) other than a traffic violation?\* Yes              No

Please exclude:

- misdemeanor convictions for marijuana-related offenses more than two years old;
- convictions that have been sealed, expunged, or legally eradicated;
- misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

A conviction is not an automatic bar to employment. Each case will be considered as to the nature of the offense, the date, surrounding circumstances and relevance to the position applied for.

If Yes, please explain and state the charge, the court, the date of the conviction, and the disposition of the case:

Are you currently out on bail or released on your own recognizance pending trial? Yes              No

Are you the subject of a current warrant for arrest? Yes              No

# EMPLOYMENT HISTORY

List all employment for the last 7 years. Include employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below:

Employer	Telephone	Dates employed		Nature of work performed and job responsibilities
		From	To	
Address:				
		Hourly Rate / salary		
Job Title:		\$	Per	
Immediate supervisor:				
Reason for Leaving:				
Employer	Telephone	Dates employed		Nature of work performed and job responsibilities
		From	To	
Address				
		Hourly Rate / salary		
Job Title:		\$	Per	
Immediate supervisor:				
Reason for Leaving:				
Employer	Telephone	Dates employed		Nature of work performed and job responsibilities
		From	To	
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		Hourly Rate / salary		
Job Title:		\$	Per	
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Employer	Telephone	Dates employed		Nature of work performed and job responsibilities
		From	To	
Address:				
		Hourly Rate / salary		
Job Title:		\$	Per	
Immediate supervisor:				
Reason for Leaving:				

Comments: (including explanation of any gaps in employment)

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## EDUCATIONAL BACKGROUND

List the last three (3) schools attended, starting with the most recent (up to/including High School if necessary)

School	No. of Years Completed	Degree / Diploma	Major

List any foreign language(s) and check the box that best describes your skill level.

Language	Read/write	Read/speak	Read only	Speak only	Minor

## SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications from employment or other experiences that may qualify you for work with Boys & Girls Clubs of Central Sonoma County.

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## REFERENCES

List professional, trade, business or civic associations and any offices held (exclude membership which would reveal sex, race, religion, national origin, age, ancestry or other protected status)

Organization	Office Held

List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. (School or personal references are permissible if necessary)

Name / Number of Years Known	Telephone Number

List any special accomplishments, publications, awards (exclude membership which would reveal sex, race, religion, national origin, age, ancestry or other protected status)

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List any additional information you would like us to consider:

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It is understood and agreed that any misrepresentation by me in this application, whenever discovered, will be sufficient cause for cancellation of this application and/or separation from Boys & Girls Clubs of Central Sonoma County's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY has the authority to make any assurances to the contrary.

I give BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I consent to allow BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY to collect urine and/or blood specimens from me for testing of alcohol, drug and controlled substances. I also give my consent for the release of the test results to appropriate management employees of BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY I understand that if I decline to sign this consent to take the test, my application for employment may be rejected, or my employment with BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY may be terminated.

**EEO POLICY:** BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY is an equal opportunity employer and makes employment decisions on the basis of qualifications and merit. BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY prohibits discrimination on the basis of age, ancestry, color, creed, marital status, national origin, race, religion, sexual orientation, sex or any other consideration made unlawful by federal, state or local laws. Likewise, BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY will not discriminate against any qualified disabled individual or veteran of the Vietnam War; In addition, no questions on this application will be used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal laws.

This application is current for only (60) days. At the conclusion of this time, if I have not heard from BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Employment at BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY is at the mutual consent of the organization and the applicant / employee. BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY or the employee may terminate employment at any time for any reason.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_