

**Organizational Use Only**

Received by: _____ Date: _____

Application: ____ Complete ____ Incomplete

If Accepted:

Date Interviewed: _____

Application for Employment*(Please Type or Print)**Equal Opportunity Employer*

The Boys & Girls Clubs of the North Valley is an Equal Opportunity Employer. No person will be discriminated against in hiring or in any other aspect of their employment on the basis of race, color, religion, sex (including pregnancy), age, national origin, ancestry, citizenship status, sexual orientation, gender identity or expression, transgender status, marital status, familial status, disability, genetic information, protected veteran/military status, or any other characteristic protected by applicable federal, state or local law.

GENERAL

NAME (Last) (First) (Middle Initial)

TELEPHONE (Area Code)

OTHER NAMES USED/ALIAS

EMAIL ADDRESS

PRESENT ADDRESS (Include: Street & #, City, State, Zip Code)

PERMANENT ADDRESS (If different than above)

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?

☐ YES☐ NO

ARE YOU AT LEAST 18 YEARS OF AGE?

☐ YES☐ NO

IF NOT, DO YOU HAVE A WORK PERMIT?

☐ YES☐ NO

HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF THE NORTH VALLEY & WHERE DID YOU SEE OR HEAR ABOUT THIS POSITION?

PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUB? (If any, give dates, position, location)

DO YOU HAVE ANY RELATIVES EMPLOYED (OR FORMERLY EMPLOYED) BY THE BOYS & GIRLS CLUBS OF THE NORTH VALLEY?

WE ARE A YOUTH DEVELOPMENT AGENCY AND WORK WITH YOUNG PEOPLE AND FAMILIES EVERY DAY. WE HAVE MANDATORY BACKGROUND CHECKS AS THE SAFETY AND WELL BEING OF THE YOUTH WE IMPACT IS OUR NUMBER ONE PRIORITY AND CORE VALUE. BELOW IS A VOLUNTARY DISCLOSURE AND IF A JOB OFFER IS MADE EMPLOYMENT IS CONTINGENT ON PASSING A MANDATORY BACKGROUND CHECK.

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED NO CONTEST TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING SEXUAL OFFENDER CRIMES, CHILD ENDANGERMENT, DOMESTIC VIOLENCE, WEAPON CHARGES, ASSULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

☐ YES _____☐ NO

Note: 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 and set policy.

POSITION APPLIED FOR

TITLE OR CATEGORY

SALARY REQUIREMENTS

DATE AVAILABLE

WILLINGNESS TO TRAVEL?

☐ Yes ☐ NoAre you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ☐ Yes ☐ No

If answered No, please describe the function that cannot be performed: _____

FOR EMPLOYMENT

ALL EMPLOYEE APPLICANTS: Please enclose a copy of your most recent resume and a cover letter addressed to: Search Committee
Boys & Girls Clubs of the North Valley 601 Wall Street, Chico, CA 95928.

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE YES NO		DEGREE
HIGH SCHOOL					
COLLEGE OR UNIVERSARY					
OTHER SCHOOLS (Graduate technical, business, military, etc.)					

EMPLOYMENT HISTORY

Start with most current. Please include all employment for the last five years.

COMPANY NAME		POSITION HELD	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE		END DATE	
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER ☐ YES OR ☐ NO
REASON FOR LEAVING			
COMPANY NAME		POSITION HELD	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE		END DATE	
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER ☐ YES OR ☐ NO
REASON FOR LEAVING			
COMPANY NAME		POSITION HELD	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE		END DATE	
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER ☐ YES OR ☐ NO
REASON FOR LEAVING			

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically say not to contact them. Please include your reason for the exclusion.

REFERENCES

Please include three references. Do not include relatives.

NAME	OCCUPATION	YEARS KNOWN
ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)

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ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)

NAME	OCCUPATION	YEARS KNOWN
ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)

Please Read Carefully, Initial Each Paragraph and Sign Below.

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment/volunteering shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize the Boys & Girls Clubs of the North Valley (BGCNV) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notices of such disclosure. In addition, I hereby release BGCNV and all other persons, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment/volunteering, if hired, is intended to create an employment contract between me and the BGCNV. In addition, I understand and agree that if I am employed or an excepted volunteer, my employment or volunteer position is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the BGCNV, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by the BGCNV's designated representative.

Initials

I hereby authorize the BGCNV to conduct an investigation of my background including but not limited to public records and fingerprint based background checks. Should a search of public records and background check records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the BGCNV or a third party background check vendor, I am entitled to copies of any such public records obtained by the BGCNV if I am not hired as a result of such information.

Applicant's Signature

Date