



EMPLOYMENT APPLICATION

Today's Date: _____

It is the policy of BGC not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, disability, national or ethnic origin, or other protected classes. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Last Name First Middle

Street Address City, State, Zip Code

Home Phone Cell Phone Email Address

Are you legally eligible to work in the United States? Yes No
All applicants will be required to furnish proof of identity and legal work status prior to the first day of working.

Check if you are under 18 years of age? _____

Do you have a valid driver's license to operate an automobile in this state? Yes No

If selected for employment, will you have a dependable form of transportation to and from work? Yes No

Employment Position

Position you are applying for: What location:

Have you ever worked for this organization? Yes No If yes, when?

Do you want Full Time or Part Time?

Please list any days/hours you are NOT available for work:

Are you currently employed? Yes No

Education

High School: 9 10 11 12 (Circle Highest Grade Completed) Did you graduate? Yes No

Name of School: What degree was obtained?

Location:

Name of College/University:

Location:

Dates attended: From To Degree/Course of Study:

Graduate School or Vocational/Technical/Business Training:

Name of School: Location:

Dates attended: From To Degree/Course of Study:

Have you ever been convicted of a Felony? Yes No
(Conviction will not necessarily disqualify you for employment.)

Are you currently serving probation or deferred adjudication for any crime? Yes No
If you answered, "Yes" to any of the above, please explain: _____

Employment History

(Do not put "See Resume" Attach additional sheet, if necessary)

List all employment in the past five years, most recent job first; include any military service.

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: _____ to _____ Reason for Leaving: _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: _____ to _____ Reason for Leaving: _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: _____ to _____ Reason for Leaving: _____

Within the past ten years, have you been terminated or asked to resign by an employer? Yes No

If you answered, "Yes" please provide employer, dates and circumstances:

Boys & Girls Clubs of Manatee County contacts prior employers to obtain reference regarding work history, conduct and suitability for employment.

May we contact your present or past employer at this time? Yes No

Do you have a family member that works for The Boys & Girls Clubs of Manatee County? Yes or No

Did anyone refer you to BGC of Manatee County? Yes or No

If yes, please list the name of the person who referred you: _____

References: (Provide the information below of three people, (2 professional/academic, 1 personal), not related to you, whom you have known at least three years.)

Name:	() Personal () Professional	Email/Phone:	Occupation:	# of Years known:
Name:	() Personal () Professional	Email/Phone:	Occupation:	# of Years known:
Name:	() Personal () Professional	Email/Phone:	Occupation:	# of Years known:

I verify that all of the information on this application is true, correct and complete. I have not withheld any information requested by Boys & Girls Clubs of Manatee County. I understand that false, misleading, incomplete or omitted information will result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize Boys & Girls Clubs of Manatee County and its agents to confirm all information provided on this application and attachments (including resumes) and to investigate my suitability for employment. I agree to furnish additional information if requested. I release Boys & Girls Clubs of Manatee County and all persons and companies from any claims, liabilities or damages from obtaining or furnishing information about me.

This application is not a job offer or employment contract with Boys & Girls Clubs of Manatee County for any specific time period. If hired, my employment will be for an indefinite time period and I may resign or be terminated by Boys & Girls Clubs of Manatee County at any time without notice or requirement of cause.

I further understand and agree that no employee or official of Boys & Girls Clubs of Manatee County has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on Boys & Girls Clubs of Manatee County, any agreement or promise that alters this policy must be in writing and signed by the CEO/President.

Any conditional offer of employment by Boys & Girls Clubs of Manatee County is subject to successful completion of all employment requirements including but not limited to verifying employment, fingerprinting, drug test and personal references, proving legal status, etc.

If employed, I agree to abide by and comply with all of Boys & Girls Clubs of Manatee County, policies, rules and procedures.

Signature of Applicant: _____

Date: _____