NAME: ___________________________  ___________________________  ___________________________  ___________________________

DATE: ___________________________

EMPLOYMENT APPLICATION PACKET

BOYS & GIRLS CLUBS
OF SANTA FE/DENORTE

Boys & Girls Clubs of Santa Fe/Del Norte   P.O. Box 29805 Santa Fe NM 87592   505.474.0385
EMPLOYMENT APPLICATION
Equal Opportunity Employer

GENERAL

NAME:

(Last)   (First)   (Middle Initial)   TELEPHONE:

(Area Code)

OTHER NAMES USED:

PRESENT ADDRESS:

(School)   (City)   (State)   (Zip Code)

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?

☐ YES   ☐ NO

ARE YOU AT LEAST 16 YEARS OF AGE?

☐ YES   ☐ NO

IF NOT, DO YOU HAVE A WORK PERMIT?

☐ YES   ☐ NO

HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUBS?

PREVIOUS EMPLOYMENT WITH BGCS (If any, give dates, positions, locations):

RELATIVES EMPLOYED BY BGCS? (If any, give dates, positions, locations):

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLEAD 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.)? 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.

POSITION APPLIED FOR

TITLE OR CATEGORY:

SALARY REQUIREMENTS:

DATE AVAILABLE:

WILLINGNESS TO TRAVEL? (Approximate percentage if position indicated)

EDUCATION

<table>
<thead>
<tr>
<th>GRADE SCHOOL</th>
<th>NAME AND LOCATION</th>
<th>MAJOR</th>
<th>GRADUATE?</th>
<th>YES</th>
<th>NO</th>
<th>DEGREE</th>
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<td>HIGH SCHOOL</td>
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<td>COLLEGE OR UNIVERSITY</td>
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<td>OTHER SCHOOLS (technical, military, private, etc.)</td>
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IF NO EXPLAIN:
**WORK EXPERIENCE**

Start with current or last employer first. Do not detail duties and responsibilities if already described in attached resume.

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<tr>
<th>COMPANY NAME</th>
<th>YOUR TITLE</th>
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<tr>
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<th>TELEPHONE:</th>
<th>MAY WE CONTACT EMPLOYER?</th>
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ALL APPLICANTS

TYPING SPEED:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

REFERENCES

Please provide contact information for at least 3 references who are not related to you.

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<tr>
<th>NAME</th>
<th>How do you know this person?</th>
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<td>(WORK) (CELL)</td>
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AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Santa Fe (BGCSF) will attempt to verify statements made on my application and made during my employment interview.

I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records.

I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BCGA’s review of this application and my candidacy for employment, I release BGCSF and all former employers from any liability as a result of the furnishing and receiving of this reference information.

I understand that my failure to sign this reference release so BGCSF can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

Signature

Date
JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Santa Fe (BGCSF) 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 BGCSF. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCSF.

I also authorize BGCSF 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 BGCSF 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 BGCSF. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCSF has a similar right. I understand my employment by BGCSF does not constitute a guarantee that any position be continued for any length of time or that my 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 BGCSF. I also understand that BGCSF has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the President of BGCSF has authority to make any other agreement.

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 BGCSF’s ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCSF will attempt to verify statements made on my application and made during my employment interview.

__________________________________________  ______________________
Signature                                                                              Date

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.