

NAME: \_\_\_\_\_  
Last First M.I.

DATE: \_\_\_\_\_

# EMPLOYMENT APPLICATION PACKET



**BOYS & GIRLS CLUBS**  
OF SANTA FE/DEL NORTE



BOYS & GIRLS CLUBS  
OF SANTA FE

## EMPLOYMENT APPLICATION

*Equal Opportunity Employer*

GENERAL					
NAME:			TELEPHONE:		
<i>(Last)</i>	<i>(First)</i>	<i>(Middle Initial)</i>	<i>(Area Code)</i>		
OTHER NAMES USED:					
PRESENT ADDRESS:					
<i>(Street)</i>	<i>(Apt)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>	
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?	ARE YOU AT LEAST 18 YEARS OF AGE?		IF NOT, DO YOU HAVE A WORK PERMIT?		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUBS?					
PREVIOUS EMPLOYMENT WITH BGCS <i>(If any, give dates, positions, locations):</i>					
RELATIVES EMPLOYED BY BGCSF <i>(If any, give dates, positions, locations):</i>					
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLEAD <i>NOLO CONTENDERE</i> 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 occurrences, disposition):					
<input type="checkbox"/> YES					
<input type="checkbox"/> NO					
<i>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.</i>					
POSITION APPLIED FOR					
TITLE OR CATEGORY:			SALARY REQUIREMENTS:		
DATE AVAILABLE:			WILLINGNESS TO TRAVEL? <i>(Approximate percentage if position indicates)</i>		
EDUCATION					
GRADE SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE?		DEGREE
HIGH SCHOOL			YES	NO	
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS <i>(technical, military, private, etc.)</i>					

IF NO Explain: \_\_\_\_\_

## WORK EXPERIENCE

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

COMPANY NAME

YOUR TITLE

COMPANY ADDRESS (Street and No.)

(City)

(State)

(Zip)

START DATE:

END DATE:

STARTING SALARY:

LAST SALARY:

SUPERVISOR'S NAME:

SUPERVISOR'S TITLE:

TELEPHONE:

MAY WE CONTACT EMPLOYER?

YES

NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES:

REASON FOR LEAVING:

COMPANY NAME

YOUR TITLE

COMPANY ADDRESS (Street and No.)

(City)

(State)

(Zip)

START DATE:

END DATE:

STARTING SALARY:

LAST SALARY:

SUPERVISOR'S NAME:

SUPERVISOR'S TITLE:

TELEPHONE:

MAY WE CONTACT EMPLOYER?

YES

NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES:

REASON FOR LEAVING:

COMPANY NAME

YOUR TITLE

COMPANY ADDRESS (Street and No.)

(City)

(State)

(Zip)

START DATE:

END DATE:

STARTING SALARY:

LAST SALARY:

SUPERVISOR'S NAME:

SUPERVISOR'S TITLE:

TELEPHONE:

MAY WE CONTACT EMPLOYER?

YES

NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES:

REASON FOR LEAVING:

**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.*

NAME

How do you know this person?

ADDRESS:

TELEPHONE:

(WORK)

(CELL)

NAME

How do you know this person?

ADDRESS:

TELEPHONE:

(WORK)

(CELL)

NAME

How do you know this person?

ADDRESS:

TELEPHONE:

(WORK)

(CELL)

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

\_\_\_\_\_ I understand that Boys & Girls Clubs of Santa Fe (BGCSF) will attempt to verify statements made on  
(Initial here) 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  
(Initial here) 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,  
(Initial here) 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  
(Initial here) 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.

