



2602 W. Baseline Rd, Suite #25
Mesa, AZ 85202 (480) 820-3688

**APPLICATION
FOR EMPLOYMENT
(Please Print)**

WHILE WE WELCOME YOUR RESUME, YOU MUST ALSO FILL OUT THIS APPLICATION IN FULL

Date of Application: _____

PERSONAL:

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Telephone: _____ Cell Phone: _____

Other Names You Have Used: _____ Email Address: _____

If related to anyone employed by our organization or a board member, please list their name: _____

POSITION OBJECTIVE:

Position Desired: _____ Date Available For Work: _____

Salary/Wage Desired: _____ Have You Worked Here Before, When? _____

Type of Employment Desired: Full Time Part Time Summer/Seasonal Workstudy/Internship

GENERAL INFORMATION:

How were you referred to the Boys & Girls Club? _____

If hired, can you provide proof of identity and legal authority that you are authorized to work in the U.S.? Yes No

1. If hired, can you certify that you are not awaiting trial on nor have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the offenses listed below in this state or similar offenses in another state or jurisdiction?

- a. Sexual abuse or exploitation of a minor or vulnerable adult
- b. Incest.
- c. First or second degree murder.
- d. Kidnapping.
- e. Arson.
- f. Sexual Assault or rape
- g. Sexual exploitation of a minor.
- h. Commercial sexual exploitation of a minor.
- i. Manslaughter.
- j. Burglary.
- k. Robbery
- l. Child Abuse.
- m. Sexual conduct with a minor.
- n. Molestation of a child.
- o. Aggravated Assault, physical assault, or battery
- p. Commercial sexual exploitation of a vulnerable adult.
- q. Registered or required to be registered on a State or National sex offender registry
- r. A crime against children, including child pornography
- s. Spousal abuse
- t. Exploitation of minors involving drug offenses.
- u. Contributing to the delinquency of a minor.
- v. Child prostitution as prescribed in section 13-3212.
- w. Abuse of a vulnerable adult.
- x. Molestation of a vulnerable adult.
- y. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
- z. A dangerous crime against children as defined in section 13-604.01, aggravated assault committed against a minor under 15 years of age resulting in a serious injury or committed by the use of a deadly weapon or dangerous instrument. Includes crimes listed herein involving a minor under 15 years of age
 - aa. Felony offenses involving distribution of marijuana or dangerous or narcotic drugs.
 - ab. Any drug related offense committed during the past five years

Yes, I can certify if hired No, I cannot certify

2. Have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court? (Having a criminal record does not necessarily disqualify you for employment. Each case is given individual consideration by the Director of Operations or CEO and Human Resources, based on job-related criteria.)

Yes ___ No ___

If yes, please note the date and place of each offense, the specific charge, the date and place of conviction or plea, the fine or sentence received, or the diversion program entered. You may omit any offense for which the only punishment imposed was a fine of less than \$100. *Any offense for which you were convicted for which the punishment was a fine in excess of \$100 which required serving a jail or prison sentence, or which required probation MUST be reported.* _____

EDUCATIONAL BACKGROUND (Check the Number of Years Completed):

High School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
College	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
Grad School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
Other School(s)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____

Describe your major areas of study and list any degrees/diplomas: _____

SPECIALIZED SKILLS AND KNOWLEDGE:

List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as awards received, memberships, or offices held in professional organizations, publications, licenses held, computer language or software programs, foreign languages (proficiency in speaking and/or writing), etc. (You may omit those that indicate race, color, religion, national origin, ancestry, sex, age, existence of a disability, medical condition, marital status, sexual orientation, or citizenship):

EMPLOYMENT HISTORY:

List the most recent employment first. List all jobs for the last 10 years. You may include volunteer work and military service. You may attach additional pages if necessary. We will be checking references with prior employers, please provide complete information including addresses and telephone numbers.

From: _____ / _____ / _____	to _____ / _____ / _____	Employer's Name: _____
Starting Salary: \$ _____	Ending: \$ _____	Address: _____
Job Title: _____	City/St/Zip: _____	
Supervisor: _____	Telephone: _____	
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving: _____	
Description of Duties: _____		

From: _____ / _____ / _____	to _____ / _____ / _____	Employer's Name: _____
Starting Salary: \$ _____	Ending: \$ _____	Address: _____
Job Title: _____	City/St/Zip: _____	
Supervisor: _____	Telephone: _____	
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving: _____	
Description of Duties: _____		

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____
Starting Salary: \$ _____ Ending: \$ _____ Address: _____
Job Title: _____ City/St/Zip: _____
Supervisor: _____ Telephone: _____
May We Contact? Yes No Reason For Leaving: _____
Description of Duties: _____

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____
Starting Salary: \$ _____ Ending: \$ _____ Address: _____
Job Title: _____ City/St/Zip: _____
Supervisor: _____ Telephone: _____
May We Contact? Yes No Reason For Leaving: _____
Description of Duties: _____

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____
Starting Salary: \$ _____ Ending: \$ _____ Address: _____
Job Title: _____ City/St/Zip: _____
Supervisor: _____ Telephone: _____
May We Contact: Yes No Reason For Leaving: _____
Description of Duties: _____

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____
Starting Salary: \$ _____ Ending: \$ _____ Address: _____
Job Title: _____ City/St/Zip: _____
Supervisor: _____ Telephone: _____
May We Contact: Yes No Reason For Leaving: _____
Description of Duties: _____

Explain any lapses in employment other than medically related lapses:

REFERENCES:

List four (4) references: three (3) business, work, or school official references who are not related to you and are not previous supervisors, and one (1) personal reference who is not related to you.

- 1. Name: _____ Telephone: _____ Yrs Known: _____
- 2. Name: _____ Telephone: _____ Yrs Known: _____
- 3. Name: _____ Telephone: _____ Yrs Known: _____
- 4. Name: _____ Telephone: _____ Yrs Known: _____

EQUAL EMPLOYMENT OPPORTUNITY

The Boys & Girls Club of the East Valley is an equal opportunity employer with a standing policy of nondiscrimination. This means that all qualified persons are accorded an equal opportunity for employment or promotion without regard to race, religion, color, national origin, ancestry, disability, medical condition, pregnancy related condition, marital status, sex, or age.

The Boys & Girls Clubs of the East Valley will comply with all fair employment laws and will take affirmative measures to eliminate or prevent illegal discrimination.

This policy applies to all personnel actions in all job classifications as well as to all privileges and conditions of employment. It includes, but is not limited to, such areas as hiring, training, promotion, discipline, compensation, termination, benefits, transfer, layoff, recall, and recreational programs.

Overall responsibility for implementing these policies is assigned to the President/CEO. However, all supervisors are responsible for ensuring that these policies are followed in their individual departments and branches.

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW:

_____ 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, will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ In order to safeguard the well being of the youth served by our organization, I authorize the Boys & Girls Clubs of the East Valley to conduct a thorough background check and verify all information provided by me on this application or in support of my efforts to obtain employment with the organization. I hereby authorize any prior employer listed on this application, except as noted, and/or any educational entity or person on this application to disclose to the organization any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that it is a requirement of the organization that all employees who work with or have contact with children must complete a background check. I understand that the background check will be used to check criminal history records. If hired, I understand that a background check will be completed every twelve months.

_____ I understand that nothing contained in this application, or conveyed during any interview, which may be granted, or during my employment, if hired, creates a contract between the organization and me. In addition, I understand and agree that if I am employed, my employment is "at-will" which means employment is for no definite or determinable period and may be terminated at any time with or without cause or notice, at the option of the organization or myself. I also understand that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by the organization's President & CEO or Executive Director.

_____ I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States within three business days of the date my employment begins.

Pre-employment Drug Screening Consent

I understand that all applicants who have received an "offer to hire" from the Boys & Girls Clubs of the East Valley are required, as a condition of employment, to take a drug screening test as per the policy dated January 1, 1998.

If given a "conditional offer of hire", I will consent freely and voluntarily to the Organization's request for a urine sample for the purpose of determining the presence of illegal drugs or other controlled substances. I will agree to pay for the cost of my drug-screening test.

I further understand that either failure to submit to a urine sample or if the analysis reveals the presence of drugs or other controlled substances, the "offer to hire" is immediately revoked. The Boys & Girls Clubs of the East Valley will not discriminate against applicants for employment because of past drug abuse. Therefore, I understand if I fail a pre-hire drug test I will be disqualified from any further employment consideration for a period of no less than one year, but if I re-apply, I must present myself to be drug free.

If hired, I also agree to submit to drug testing as a condition of employment. I agree that the Boys & Girls Clubs of the East Valley may conduct drug screening at its sole discretion with or without notice. I also understand that refusal to submit to a drug screen will be considered a voluntary resignation of employment.

I hold harmless the Boys & Girls Clubs of the East Valley, its officers, agents, employees, directors, volunteers and members as well as the testing agency from any claims I may have against any or all of them arising out of the drug screening test and its use to determine whether I may be employed by the organization.

I have read this form in full and understand the above statements and that an "offer to hire" is contingent upon the conditions set forth herein.

Printed Name: _____ Signature: _____

Date: _____ Witness: _____