



**BOYS & GIRLS CLUBS**  
OF THE EAST VALLEY

Form 913A

APPLICATION FOR EMPLOYMENT

**Boys & Girls Clubs of the East Valley**  
**2602 W Baseline Rd, Suite 25**  
**Mesa, AZ 85202**  
**(480) 820-3688**

**Applicant Under 18 years old**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: ( ) - Email address \_\_\_\_\_

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

Have you ever been employed at the Boys & Girls Clubs before?  YES  NO

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

If hired, can you certify that you are not awaiting trial on nor have you ever been convicted of or admitted committing any of the following criminal offences in this state or similar offenses in another state or jurisdiction?

- a. Sexual abuse of a minor
- b. Incest
- c. First or second degree murder
- d. Kidnapping
- e. Arson
- f. Sexual Assault or rape
- g. Sexual exploitation of a minor
- h. Contributing to the delinquency of a minor
- i. Commercial exploitation of a minor
- j. Manslaughter
- k. Burglary
- l. Robbery
- m. Child Abuse
- n. Sexual conduct with a minor
- o. Molestation of a child
- p. Aggravated Assault, physical assault or battery
- q. Felony offences involving distribution of marijuana or dangerous or narcotics drugs
- r. 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 year of age.
- s. Registered or required to be registered on a State or National sex offender registry
- t. A crime against children, including child pornography
- u. Spousal abuse
- v. Any drug related offense committed during the past five years

Yes, I can certify if hired  No

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 CEO or Director of Operations and Human Resources Dept. 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.*

Youth employees must be at least 14 years old, are you eligible?  YES  NO

Dates and times available for work: \_\_\_\_\_ How were you referred to the Boys & Girls Clubs? \_\_\_\_\_

Are you currently a member of the Boys & Girls Clubs?  YES  NO

Have you ever been a member? If yes, when & where? \_\_\_\_\_  YES  NO

EDUCATIONAL BACKGROUND (If hired, must continue to actively pursue high school diploma or GED to remain employed.)

Check current grade level: What school do you attend? \_\_\_\_\_

- 8th grade     9th grade     10th grade     11th grade     12th grade

EMPLOYMENT/VOLUNTEER SERVICE HISTORY

List your last two (2) employers, assignments, or volunteer activities, starting with the most recent:

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Dates worked: \_\_\_\_\_ to \_\_\_\_\_ Wage (if any): \_\_\_\_\_ per: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Dates worked: \_\_\_\_\_ to \_\_\_\_\_ Wage (if any): \_\_\_\_\_ per: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**REFERENCES:**

List the name and telephone number of two (2) school employees or other adults who are not related to you.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Describe any extra-curricular school activities you are involved in: (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.):

\_\_\_\_\_

\_\_\_\_\_

List any accomplishments or awards (exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status).

\_\_\_\_\_

\_\_\_\_\_

Summarize any special skills, interests, hobbies, qualifications or any other information you would like us to know about you (exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.):

---

**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 certify that the answers given by me to the questions on this application and any attachments I may provide are, to the best of my knowledge, true and that I have not withheld any pertinent information.

\_\_\_\_\_ I understand that any omission, misrepresentation, or false information submitted in connection with this application may result in refusal of or termination from employment.

\_\_\_\_\_ 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, 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is under the age of 18, a parent or guardian must sign they have read this form and understand the above statements.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_