



**BOYS & GIRLS CLUB OF VENICE  
EMPLOYMENT APPLICATION**

Date \_\_\_\_\_

*Boys and Girls Club of Venice is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, disability, or any other characteristic protected by state or federal law.*

*ALL APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY*

**Contact Information**

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

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

Home Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Daytime Telephone Number at which we may contact you \_\_\_\_\_

How were you referred to the Club? Please circle the number of the most appropriate response.

- |                          |                        |          |               |                         |         |
|--------------------------|------------------------|----------|---------------|-------------------------|---------|
| 1                        | 2                      | 3        | 4             | 5                       | 6       |
| College<br>or University | Recruiter<br>or Agency | Employee | Advertisement | No referral;<br>walk-in | Other:  |
|                          |                        | _____    | _____         |                         | _____   |
|                          |                        | Name     | Where         |                         | Explain |

**Position Preferences**

For what position are you applying? \_\_\_\_\_

Days and hours available for work? \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_ (specify hour, week or year)

Schedule desired: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ # of hours per week \_\_\_\_\_

Could you work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Available to start \_\_\_\_\_

**Personal Information**

	YES	NO
Have you worked with or applied for employment with the Club before?		
If so, when ?		
Do you have a reliable means of transportation to and from work?		
Could you travel if required by this position?		
Do you have any friends or relatives currently employed by the Club?		
If so, who?		

	YES	NO
Are you at least 18 years of age?		
Can you provide proof of your eligibility to work in the United States if hired?		
<p>Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? If yes, state the nature of the crime(s), when and where convicted and the disposition of the case.            (Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date and surrounding circumstances of the offense and the relation of the offense to the position(s) applied for may be considered, however.)  <i>Nature of offense:</i></p> <p><i>Disposition and date:</i></p>		

**Education**

	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study & Year Finished																	
Describe any specialized training, apprenticeship, skills and extracurricular activities.																	
Describe any honors you have received.																	
State any additional information you feel may be helpful to us in considering your application.																	

**Languages:** Many of our consumers do not speak English. List all foreign languages you speak, write or read:

	Fluent in:	Good in:	Fair in:
Speak			
Read			
Write			

<p>Do you have any other experience, training, qualifications or skills that you feel make you especially suited for work at the Club? If so, please explain:</p>          
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**Previous Employment:** (list your current or most recent employment first. Include work related internships and military or volunteer work. Use additional paper if necessary).

<b>1</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address (Street/City/State)				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				May we contact your current employer? <input type="radio"/> Yes <input type="radio"/> No
<b>2</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address (Street/City/State)				
	Telephone Number		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
<b>3</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address (Street/ City,/ State)				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
<b>4</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address (Street/ City/ State)				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
<b>5</b>	Employer		Dates Employed		Work Performed
			From	To	
	Address (Street/ City/ State)				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

**Professional Work-Related References**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Telephone \_\_\_\_\_ Professional Relationship \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Telephone \_\_\_\_\_ Professional Relationship \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Telephone \_\_\_\_\_ Professional Relationship \_\_\_\_\_

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**Contact-***In case of accident or illness, please contact:*

1-Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Telephone \_\_\_\_\_ Address \_\_\_\_\_

2-Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Telephone \_\_\_\_\_ Address \_\_\_\_\_

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**Releases and Applicant’s Signature**

Read and initial each paragraph below and sign and date the application.

\_\_\_\_\_ I have not knowingly withheld any information that might adversely affect my chances for employment with the Club and the answers given by me are true to the best of my knowledge. I have personally completed this application and understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I authorize the Club to investigate my references, work record, education and other matters related to my suitability for employment thoroughly and further authorize the references I have listed to disclose to the Club any and all letters, reports and other information related to my work records without giving me prior notice of such disclosure. I also hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between the Club and me. I also understand and agree that if I am employed, my employment is for no definite or determined period and may be terminated at any time, with or without prior notice, at the option of either the Club or me, and that no promises or representations to the contrary to the foregoing are binding on the Club unless made in writing and signed by the Executive Director of the Club and me.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**Employment/Volunteer Screen Notice and Consent Form**

**BOYS & GIRLS CLUB OF VENICE**

**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize *Boys & Girls Clubs of Venice* and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment or service with Boys & Girls Clubs of Venice.

I release *Boys & Girls Clubs of Venice* and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full Name (Printed)

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Address How Long?

\_\_\_\_\_  
City/State Zipcode

\_\_\_\_\_  
Former Address How Long?

\_\_\_\_\_  
City/State Zip

\_\_\_\_\_  
\*Date of Birth Social Security Number Driver's License Number State of License

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

*\*Note: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Boys & Girls Clubs of Venice is an Equal Opportunity employer, and does not discriminate on the basis of sex, race, religion, age (40 and over), handicap or national origin.*