

We consider applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation or sex of any person or any other legally protected status pursuant to CALIFORNIA'S FAIR EMPLOYMENT PRACTICES AND HOUSING ACT, CALIFORNIA LABOR CODE and other relevant federal, state and local laws.



Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
First Middle Last

Street Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever applied to The Boys & Girls Clubs of Garden Grove?  No  Yes Give Dates: \_\_\_\_\_

Have you ever worked for The Boys & Girls Clubs of Garden Grove?  No  Yes Give Dates: \_\_\_\_\_

If Yes, Club name and reason for leaving: \_\_\_\_\_

**POSITION:** \_\_\_\_\_

Full time  Part Time  Temporary Desired Salary Range: \_\_\_\_\_

How did you hear about this job opportunity?  BGCGG Website  Online  Newspaper  Referral  Other

Name of Referral: \_\_\_\_\_

Do you have any relatives in our employ?  No  Yes

If yes, please list name and Club location: \_\_\_\_\_

**AVAILABILITY**

Date you are available to start work: \_\_\_\_\_ Total hours available per week: \_\_\_\_\_

Date / Time Available: Mon - \_\_\_\_\_ / Tue - \_\_\_\_\_ / Wed - \_\_\_\_\_ / Thurs - \_\_\_\_\_ / Fri - \_\_\_\_\_

Are you 18 years of age or older?  No  Yes

If hired, can you provide proof of identity and authorization to work in the U.S.?  No  Yes

As an adult, have you ever been convicted (or are currently out on bail or out on your own recognizance pending trial) of a felony, or misdemeanor other than a traffic violation?  No  Yes

If yes, please explain: \_\_\_\_\_

(A criminal record does not constitute automatic bar to employment, but will be considered in terms of the work performed).

If a driver's license is required by the job, have you received any citations for moving violations (reckless driving, driving under the influence, etc.) in the last three years or had your license revoked or suspended?  No  Yes

If yes, please explain: \_\_\_\_\_ (A valid DMV/H-6 printout will be required).

**EDUCATION**

Education	Name of School	Course of Study	Number of Years Completed	Diploma/Degree Completed
High School				
Community College				
College/University				
Graduate/Professional				
Other/Specialty				

## EMPLOYMENT EXPERIENCE AND REFERENCES

List all positions you have held in the past ten (10) years. Account for volunteer, part-time military, summer positions, and periods of unemployment, etc. It is critical that you provide complete information. List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS**. **DO NOT WRITE "SEE RESUME"**. Start with you present or most recent position and work backwards.

Employer:	<b>Dates Employed</b>		<b>Work Performed</b>
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	<b>Hourly Rate/Salary</b>		
Supervisor:	Starting	Final	
Reason for Leaving:			

Employer:	<b>Dates Employed</b>		<b>Work Performed</b>
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	<b>Hourly Rate/Salary</b>		
Supervisor:	Starting	Final	
Reason for Leaving:			

Employer:	<b>Dates Employed</b>		<b>Work Performed</b>
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	<b>Hourly Rate/Salary</b>		
Supervisor:	Starting	Final	
Reason for Leaving:			

**Comments: Include explanation of any gaps in employment.**

## ABOUT YOUR JOB EXPERIENCES

What previous job did you like best? \_\_\_\_\_ Why? \_\_\_\_\_

How would you rate your work quality generally?  Poor  Below Average  Average  Above Average  Excellent

How would you rate your attendance generally?  Poor  Below Average  Average  Above Average  Excellent

How would you rate your productivity?  Poor  Below Average  Average  Above Average  Excellent

Please explain: \_\_\_\_\_

Have you ever been fired or asked to resign?  No  Yes

If yes, identify which employer(s) and the reason(s): \_\_\_\_\_

Are there any reasons any of the employers listed about may give you a poor recommendation?  No  Yes

If yes, Why? \_\_\_\_\_

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## SPECIAL SKILLS AND TRAINING

**Describe specialized training, apprenticeship, skills and extra-curricular activities, including military service.**

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**List professional, trade, business or civic activities and offices held.**

**(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status)**

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**Additional Information - Other qualifications**

**Summarize special job related skills and qualifications from employment or other experiences.**

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**Specialized Skills (Skills/Equipment Operated)**

Software programs you are familiar with:

Word  Access  Excel  Publisher  PowerPoint  Outlook  Graphics  Internet  Other: \_\_\_\_\_

**Indicate any foreign language you can speak, read and/or write.**

Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write

**State any additional information you feel may be helpful in considering your application.**

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**Note to Applicant**

**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?  No  Yes

**REFERENCES - Professional References only. Please do not list family & friends.**

Name:	Phone:	Relationship:
Address:		
Name:	Phone:	Relationship:
Address:		
Name:	Phone:	Relationship:
Address:		

**Applicant Statement**

I 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 an 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 for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I agree to be fingerprinted and to furnish proof of age, identity and legal right to work in the United States, as may be directed. I hereby authorize this organization to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the organization any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the organization, 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.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and agree that my relationship with the Company is "at-will," which means that my employment is for no definite period and may be terminated by me or by the Company at any time and for any reason, with or without cause or prior notice. I also understand that the Company may transfer, reassign, demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or prior notice.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the Director of Human Resources.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date