



**BOYS & GIRLS CLUB
OF PHARR - SAN JUAN**

APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition, handicap or disability.

Date of Application:

 / /

Position(s) Applied For:

Referral Service:

☐ Advertisement

☐ Temp. Employment Agency

☐ High School Programs

☐ Texas Workforce Solutions

☐ AARP

☐ Volunteer

☐ Friend

☐ State Programs

Other: ☐

Name

(Last)

(First)

(Middle)

Address

(Street)

(City)

(State)

(Zip)

Telephone No.

 () ()

(Home)

(Other)

Are you known by any other name?

Yes

No

If yes, by what name?

Will you accept temporary employment?

Part-time?

On Shifts?

On what date can you be available for work?

Identify below the person(s) to be notified in case of an emergency.

NAME	ADDRESS	CITY	PHONE NO.
			()
			()
			()

Have you ever been convicted of a felony, been placed on probation, or released from prison within the last seven (7) years? ☐ Yes ☐ No

If yes, describe in full, including date(s)

Have you ever been convicted of any offense, excluding parking violations? ☐ Yes ☐ No

If yes, describe in full, including date(s)

Have you ever been placed on deferred probation on a conviction of any offense? ☐ Yes ☐ No

If yes, describe in full, including date(s)

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Note: A Criminal Background Check will be conducted on all prospective employment applicants and other volunteer placements. A criminal record does not constitute an absolute bar to employment factors such as age at the time of the offense; rehabilitation efforts, how recent and seriousness of the crime, will be taken into account.

Have you been bonded? ☐ Yes ☐ No If yes, for what position?

Have you ever been refused a bond? ☐ Yes ☐ No If so, why?

References: Give name, address, and phone number of three (3) references (not related to you and not former employers or relatives) who have personal knowledge of your character, experience and ability.

NAME	MAILING ADDRESS	CITY	(A/C) PHONE NO.
			()
			()
			()

List all licenses you hold (drivers, electrician, etc.)

TYPE	ISSUING AGENCY	LICENSE NO.	EXPIRATION DATE

Note: Driver's license records and other licenses will be investigated where essential and job-related.

EMPLOYMENT EXPERIENCE: List below each job held. Start with your present or last job. Include military service, paid or unpaid, full or part time, summer job, etc. **Note:** Previous employers will be contacted to verify your employment record.

Employer			Dates		Work Performed
Address			From	To	
City	State	Zip Code	Hourly Rate/Salary		
			Starting	Ending	

Phone No. ()		
Job Title	Supervisor	
Reason For Leaving		

Employer	Dates <u>From</u> <u>To</u>	Work Performed
Address		
City State Zip Code	Hourly Rate/Salary <u>Starting</u> <u>Ending</u>	
Phone No. ()		
Job Title	Supervisor	
Reason For Leaving		

Employer	Dates <u>From</u> <u>To</u>	Work Performed
Address		
City State Zip Code	Hourly Rate/Salary <u>Starting</u> <u>Ending</u>	
Phone No. ()		
Job Title	Supervisor	
Reason For Leaving		

Previous BGC Employment: Have you ever been employed by a Boys & Girls Club organization in the past?
 Circle One: YES NO
 If answered yes, please list below. If more than one please advise.

Club Name:	Dates <u>From</u> <u>To</u>	Work Performed
Club Address		
City State Zip Code	Hourly Rate/Salary	

	<u>Starting</u>	<u>Ending</u>	
Club Phone No. ()			
Job Title	Supervisor		
Reason For Leaving			

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experience.

EDUCATION:

	Elementary	High School	College/ University	Graduate/ Professional
School Name				
Yrs. Completed	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Course of Study				
Specialized Training, Skills, Apprenticeship				

Applicant Please Read The Following Carefully

CERTIFICATION

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed or selected as a volunteer, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.

I hereby authorize the Boys & Girls Club of Pharr – San Juan to fully investigate my record and work qualifications either before or after my employment by the Boys & Girls Club of Pharr – San Juan and to facilitate such investigation, I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, criminal, credit or financial history; prior work related injury information, physical screening, drug/alcohol screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the Boys & Girls Club of Pharr – San Juan. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

In submitting this application, I understand that it becomes the property of the Boys & Girls Club of Pharr – San Juan and will not be returned. I hereby understand and acknowledge that, any employment relationship with the Boys & Girls Club of Pharr – San Juan is of an “at will” nature, which means any employee may be removed by the Chief Executive Officer, by the VP of Operations or by other appointing Administrator at any time in accordance with applicable law.

Signature of Applicant

Date

Applicant please note: All applications will be maintained in an active file for two (2) years and then discarded unless applicant contacts the Department of Personnel.

CONSENT FORM

I hereby authorize Boys & Girls Clubs of Pharr – San Juan to receive any criminal history record information pertaining to me which may be in the files or any state of local criminal justice agency in Texas.

(PLEASE PRINT)

Name Sex Race DOB Social Security #

Address City/State Zip Code Drivers License #

Signature

Date

APPLICANT'S RELEASE

I authorize all persons, employers, investigative agencies, business organizations, schools, companies, cooperation's, credit bureaus and law enforcement agencies to supply the **BOYS & GIRLS CLUB OF PHARR – SAN JUAN** and its agents and information concerning my background, character or qualification for employment or volunteer. I hereby release the **BOYS & GIRLS CLUB OF PHARR – SAN JUAN** and it's agents from any and all liability and responsibility, damages and claims of any kind what so ever arising from any investigation made of my background characters or qualifications.

Also by my signature I hereby waive any and all rights that I might have as an employee or volunteer for any damages of claims that result as an employee or volunteer with this organization. I also acknowledge that from time to time being photographed or videotaped for publicity purpose and that I consent to the **BOYS & GIRLS CLUB OF PHARR – SAN JUAN** to use such as they might deem necessary without compensation. It is agreeable that a photocopy of this authorization may be accepted by you the same as an original copy.

Signature_____Date_____