



BOYS & GIRLS CLUB
OF SIERRA VISTA

Employment Application

Before you apply, please ensure that you meet the Club's requirements for employment.

Requirements:

- ✓ Must be 18 years or older
- ✓ Must have your high school diploma or GED
- ✓ Must possess a valid Social Security Card
- ✓ Employment Applicants must be available during the scheduled hours. The regular schedule hours during the school year are 1-7 p.m. The hours during the summer are shift related.

Employment Disqualifiers:

A person may not be employed or volunteer in any position within the Boys & Girls Club of Sierra Vista organization if she/he has been convicted of, or has admitted to in open court or pursuant to a plea agreement, and of the following crimes:

- Crimes of a sexual nature:
 - Assault
 - Exploitation, including commercial exploitation
 - Conduct with a minor
 - Abuse of a minor
 - Rape
- Crimes of Prostitution or Incest
- Crimes against another person
- Crime of exploitation of minors involving drugs or alcohol
- Crime of murder of any degree
- Crime of armed robbery
- Dangerous crimes against children
- Crime of Arson
- Crime of offenses involving contributing to the delinquency of a minor
- Crime of fraud or embezzlement
- Drug offense
- Burglary
- DUI
- Any crime involving children

Appearance (extracted from the Club's Policy & Procedures Manual):

Tattoos & Body Piercings:

- Piercings other than the ears should not be visible.
- Visible tattoos must be covered by band-aids or make-up.

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Employment Application

The Boys & Girls Club of Sierra Vista has an established policy of Equal Employment Opportunity with respect to race, creed, color, sex, and national origin, age, and disability. No question on this Application is intended to secure information to be used for discrimination. This Application will be given every consideration, but the receipt of this application by this organization does not imply that the applicant will be granted an interview or is automatically considered an employee or volunteer of the Boys & Girls Club of Sierra Vista. Being accepted into service with the Club will be based upon meeting the needs of the organization and what is in the best interest of the members and the Boys & Girls Club of Sierra Vista, Inc.

Please read and fill out application completely.
Failure to do so will result in disposal of your application.

GENERAL INFORMATION			
NAME (Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED			
PRESENT ADDRESS			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST 18 YEARS OF AGE?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		IF NOT, DO YOU HAVE A WORK PERMIT?	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUB OF SIERRA VISTA (BGCSV)?			
PREVIOUS EMPLOYMENT WITH A BOYS & GIRLS CLUB (If any, give dates, position, location)			
RELATIVES EMPLOYED BY BOYS & GIRLS CLUBS OF AMERICA OR BOYS & GIRLS CLUB OF SIERRA VISTA (If any, give dates, positions)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):			
<input type="checkbox"/> YES _____			

<input type="checkbox"/> NO			
Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.			

POSITION APPLIED FOR

CATEGORY <input type="checkbox"/> Clerical/Administrative/Receptionist <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Youth Development Aide <input type="checkbox"/> Youth Development Leader <input type="checkbox"/> Janitorial <input type="checkbox"/> Other _____	TIME PERIOD <input type="checkbox"/> Summer (June and July) <input type="checkbox"/> School Year (August-May) <input type="checkbox"/> Year Round
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DATE AVAILABLE	SALARY REQUIREMENTS (employment only)
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EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

Authorization to Release Employment Information:

I understand that the Boys & Girls Club of Sierra Vista (BGCSV) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCSV's review of this application and my candidacy for employment, I release BGCSV and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCSV can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

Printed Name: _____

Signature

Date

WORK EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE
COMPANY MAILING ADDRESS		
START DATE	END DATE	STARTING SALARY LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE
MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES		
REASON FOR LEAVING		

COMPANY NAME		YOUR TITLE
COMPANY MAILING ADDRESS		
START DATE	END DATE	STARTING SALARY LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE
MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES		
REASON FOR LEAVING		

COMPANY NAME	YOUR TITLE
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COMPANY MAILING ADDRESS

START DATE	END DATE	STARTING SALARY
		LAST SALARY

SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE
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MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES
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REASON FOR LEAVING

PHYSICAL LIMTIATIONS

Are there any physical limitations or are you under any medical/physical treatment which might limit your ability to perform certain types of work? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes please explain:

TELL US ABOUT YOURSELF

Why did you select the Boys & Girls Club of Sierra Vista?

Please describe any past or present experience working or volunteering with a non-profit organization:

What do you hope to achieve for yourself through your service?

What personal characteristics do you have that could benefit the youth or organization?

Other than babysitting and family, have you had any work related experience with school age youth?

How would you benefit the Boys & Girls Club of Sierra Vista?

APPLICANT AGREEMENT

I certify that all the answers on the application and any attachments are true and complete to the best of my knowledge. I also certify that I have not withheld any pertinent information. I understand that the Boys & Girls Clubs of Sierra Vista (BGCSV) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed. I further understand that the use of this application does not indicate there are positions open and does not in any way obligate BGCSV.

I understand that photographs or video tapes may be made of me conducting activities and working with the Club members at the BGCSV. I authorize the BGCSV, without limitation, to copy, publish, exhibit or distribute such photographs and videotapes for the purpose of reporting or promoting the BGCSV. I waive all rights or claims I have against the BGCSV, and/or its agents, subsidiaries or assignees related to the above photos and videotapes.

I agree that in the course of considering my application, you may inquire to verify information considering my background. I specifically authorize you to investigate all statements in this application. I authorize educational institutions, employers and references listed above to give you any and all information concerning my education, employment, and fitness to work with children and young people.

I authorize the Boys & Girls Club of Sierra Vista to conduct a local police check, a Department of Motor vehicles check and a national reference check, using ChoicePoint, which encompasses criminal and sexual offenses, national driving check, and validates the applicant's social security number.

I further agree to release and hold harmless the Boys & Girls Club of Sierra Vista, institutions and references listed above and any law enforcement agency, from all liability and any damage that may result from furnishing this information to you.

I also authorize BGCSV to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCSV from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGCSV. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCSV has a similar right. I understand my employment by BGCSV does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCSV. I also understand that BGCSV has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

Applications will not be considered active after the position is filled. I understand that BGCSV will attempt to verify statements made on my application and made during my employment interview.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



Clubhouse: 1746 Paseo San Luis, Sierra Vista, AZ
 Phone: (520) 515-1511
 Fax (520) 515-0055
 E-Mail: admin@svkidsplace.com
 Website: www.svkidsplace.com

NOTE TO ALL APPLICANTS

It is YOUR responsibility to take this to YOUR local police department. Hand carried results will not be accepted by this organization by you from the Police Department.

APPLICATIONS RECEIVED WITH THIS PAGE STILL ATTACHED ARE CONSIDERED INCOMPLETE AND WILL NOT BE CONSIDERED.

NOTE TO LOCAL POLICE DEPARTMENT

The Boys & Girls Club of Sierra Vista requests that the local police department mail the form and their results back to the Boys & Girls Club of Sierra Vista. Hand carried results will not be accepted by this organization from the Police Department to the Boys & Girls Club of Sierra Vista.

Boys & Girls Club of Sierra Vista, 1746 Paseo San Luis, Sierra Vista, AZ 85635

Release of Information

I authorize the Sierra Vista Police Department to release my criminal and/or traffic record to:
Boys & Girls Club of Sierra Vista, Inc.

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
OTHER NAMES USED:				
PRESENT ADDRESS (include city, state, ZIP):				
SSN:			STATE AND DRIVERS LICENSE NUMBER:	
Date of Birth:				

This information is to be used only for the following authorized purpose:
Employment with the Boys & Girls Club of Sierra Vista, Inc.

Further release of information so disclosed is prohibited unless consistent with the authorized purpose stated above. Any persons receiving such information shall be so advised.

 Signature Applicant

 Date

If you are not currently living in Sierra Vista, you must take this form to your local police department for that agency to conduct a local criminal reference check in the area which you reside.

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