



## Application for Employment

*(Please Type or Print)*

*Equal Opportunity Employer*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.

### I. GENERAL

NAME (Last) (First) (Middle Initial)	TELEPHONE (Area Code)	
OTHER NAMES USED/ALIAS	EMAIL ADDRESS	
PRESENT ADDRESS (Include: Street & #, City, State, Zip Code)		
PERMANENT ADDRESS (If different than above)		
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE? <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 BOYS & GIRLS CLUBS OF TRACY?		
PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUB? (If any, give dates, position, location)		
DO YOU HAVE ANY RELATIVES EMPLOYED (OR FORMERLY EMPLOYED) BY THE BOYS & GIRLS CLUBS OF TRACY?		
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): <input type="checkbox"/> YES _____ <input type="checkbox"/> NO		
<i>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 and set policy.</i>		

### II. POSITION APPLIED FOR

TITLE	CLUB SITE & CITY	SALARY REQUESTED (N/A for Volunteers)
WILLINGNESS TO TRAVEL <input type="checkbox"/> YES <input type="checkbox"/> NO	WILLINGNESS TO WORK: EVENINGS <input type="checkbox"/> YES <input type="checkbox"/> NO WEEKENDS <input type="checkbox"/> YES <input type="checkbox"/> NO OVERTIME <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE AVAILABLE	WHERE DID YOU SEE OR HEAR ABOUT POSITION?	

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

**IV. EMPLOYMENT HISTORY**  
Start with most current. Please include all employment for the last five years.

COMPANY NAME		POSITION HELD			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE	END DATE	STARTING SALARY	LAST SALARY (N/A for Volunteers)		
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
REASON FOR LEAVING (N/A for Volunteers)					

COMPANY NAME		POSITION HELD			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE	END DATE	STARTING SALARY	LAST SALARY (N/A for Volunteers)		
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
REASON FOR LEAVING (N/A for Volunteers)					

COMPANY NAME		POSITION HELD			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE	END DATE	STARTING SALARY	LAST SALARY (N/A for Volunteers)		
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
REASON FOR LEAVING (N/A for Volunteers)					

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically say not to contact them. Please include your reason for the exclusion. (N/A for Volunteers)

## REFERENCES

### VI. Please include three references. Do not include relatives.

NAME	OCCUPATION	YEARS KNOWN
ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)
NAME	OCCUPATION	YEARS KNOWN
ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)
NAME	OCCUPATION	YEARS KNOWN
ADDRESS (Include: Street & #, City, State, Zip Code)		TELEPHONE (Area code)

### VII. FOR EMPLOYMENT (N/A for Volunteers)

ALL EMPLOYEE APPLICANTS: Please enclose a copy of your most recent resume and a cover letter addressed to: Search Committee, Boys & Girls Clubs of Tracy, 753 W. Lowell Ave., Tracy CA 95376. Please attach a one-page typed summary explaining:

1. Why you are the best candidate for the position you have applied for.
2. What you hope to achieve at the Boys & Girls Clubs of Tracy.
3. Describe a program that you would like to implement at the Club that relates to the position you are applying for.

### VIII. FOR VOLUNTEERING (N/A for Employees)

**PLEASE CHECK WHICH AREA(S) YOU WOULD LIKE TO VOLUNTEER:**

Do you have a Club preference? If so, please check one:  NORTH  LOWELL  CENTRAL  SOUTH-WEST PARK  VILLALOVOZ

**Note:** Clubhouse Volunteer Times vary between Monday-Friday 2-6PM

- GENERAL PROGRAM VOLUNTEER @ CLUBSITE (Education & Career Development, Character & Citizenship Development, Health & Life Skills, The Arts, Sports, Fitness & Recreation)
- TEEN PROGRAM VOLUNTEER
- INTERNSHIP: SCHOOL NAME \_\_\_\_\_
- SPORTS/FITNESS/COACH VOLUNTEER: What sports or activities? \_\_\_\_\_
- TUTORING VOLUNTEER: What subjects and grade levels? \_\_\_\_\_
- SPECIAL EVENT VOLUNTEER (On-call for fundraisers or special events) What special event(s) if known? \_\_\_\_\_
- HIGH SCHOOL STUDENT VOLUNTEER: Class Title & Teacher \_\_\_\_\_
- COLLEGE/UNIVERSITY VOLUNTEER: Class Title & Professor \_\_\_\_\_
- SERVICE GROUP/ORGANIZATION: \_\_\_\_\_

**PLEASE LIST ANY HOBBIES, SKILLS, AND SPECIAL INTERESTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: A background check is required for all employees and volunteers. An information form to allow BGCT to conduct the check is attached. Please complete it along with the rest of this application.**

**IX.**

**ALL APPLICANTS**

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No

If answered No, please describe the function that cannot be performed: \_\_\_\_\_

Some of our families do not speak English. Do you speak, write or understand any foreign languages?  Yes  No

If answered Yes, which language (s): \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below.**

\_\_\_\_\_  
Initials

I hereby 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 any omission or misstatement of material fact on this application or on any document used to secure employment/volunteering shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize the Boys & Girls Clubs of Tracy (BGCT) 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 company any and all letters, reports and other information related to my work records, without giving me prior notices of such disclosure. In addition, I hereby release BGCT and all other persons, 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.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment/volunteering, if hired, is intended to create an employment contract between me and the BGCT. In addition, I understand and agree that if I am employed or an expected volunteer, my employment or volunteer position is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the BGCT, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by the BGCT's designated representative.

\_\_\_\_\_  
Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the BGCT, I am entitled to copies of any such public records obtained by the BGCT unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.



**BOYS & GIRLS CLUBS  
of Tracy**

Administration Office  
753 W. Lowell Ave.  
Tracy CA 95376

## Background Check Information Form

**Instructions:**

As a requirement, the *Boys and Girls Clubs of Tracy* requests background checks on each prospective employee & volunteer. Please complete the following form with the information necessary for the reporting agency to run your background check. When complete, please return this form to the *Accounting Assistant* in the **Administration Office** at 753 W. Lowell Avenue in Tracy. A photo ID will be required when turning in your background check form. Thank you for your cooperation.

Last Name	First Name	Middle Initial
Home Address		
City, State and Zip Code		
Date of Birth		
Social Security Number		
Driver's License Number and State Where Licensed		

I have read the above and agree to the background check.
Signature of Employee
Dated ____/____/____