





**EMPLOYMENT APPLICATION**  
*Equal Opportunity Employer*

**GENERAL**

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
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OTHER NAMES USED

PRESENT ADDRESS

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
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HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF GREATER HOUSTON (BGC GH)?

PREVIOUS EMPLOYMENT WITH BGC GH (If any, give dates, position, location)

RELATIVES EMPLOYED BY BGC GH (If any, give dates, positions)

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED *NOLO CONTENDRE* TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

YES \_\_\_\_\_

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**

TITLE OR CATEGORY	SALARY REQUIREMENTS
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DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)
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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.)					

## WORK EXPERIENCE

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

<b>COMPANY NAME</b>		YOUR TITLE		
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)
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				

<b>COMPANY NAME</b>		YOUR TITLE		
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)
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				

<b>COMPANY NAME</b>		YOUR TITLE		
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)
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				

## ALL APPLICANTS

TYPING SPEED:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

Please list three professional references:

Name/ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name/ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name/ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Clubs of Greater Houston (BGCGH) 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 BGCGH’s review of this application and my candidacy for employment, I release BGCGH 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 BGCGH 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.

\_\_\_\_ \*Yes \_\_\_\_ \*No (\*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB APPLICANT AGREEMENT**

I understand that Boys & Girls Clubs of Greater Houston (BGCGH) 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 by BGCGH. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCGH.

I also authorize BGCGH 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 BGCGH 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 BGCGH. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCGH has a similar right. I understand my employment by BGCGH 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 BGCGH. I also understand that BGCGH has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

I understand that no one other than the President of BGCGH has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCGH's ability to verify this necessary information.

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

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Signature

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Date

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.