



Application for Employment

Equal Opportunity Employer

Mail or Deliver to:
Boys & Girls Club of Camarillo
1500 Temple Avenue
Camarillo, CA 93010

Human Resources Only

Accepted Rejected

Analyst _____ Date _____

Reason:

Educ. Exp. Incomplete

Other _____

PLEASE PRINT LEGIBLY

Position Applying For _____ Date of Application _____

Last Name						First Name			Middle Name		
Address		Street		Apt #		City		State		Zip	
Telephone Number			Alternative Phone			Email Address (Optional)					

How did you learn of the position you are applying for?

Advertisement Friend Internet Relative Walk-In Other _____

If you are under 18 years of age, can you provide required proof of work eligibility? Yes No

Have you ever submitted an application with us before? Yes No

If Yes, Give Date _____

Have you ever been employed with us before? Yes No

If Yes, Give Date _____

Are you currently employed? Yes No

If Yes, may we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____ / _____ / _____

Are you available to work: Full Time Part Time Seasonal

Can you travel if the job requires it? Yes No

Offers of employment are conditional based upon completion of a LiveScan (background check) indicating no history of a felony or misdemeanor within the past five years. Full disclosure would be beneficial.

Education/Skills/Interests

	Name and Location of School	Course of Study	Years Completed	Diploma/Degree Type
High School				
Undergraduate College/University				
Graduate Professional				
Other School/Training				

Indicate any foreign Language you can speak, read and/or write.			
	Fair	Good	Fluent
Speak			
Read			
Write			

Check any skills that apply.					
<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> Class B	<input type="checkbox"/> Referee	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Internet	<input type="checkbox"/> Digital Imaging	<input type="checkbox"/> Scanning	
<input type="checkbox"/> Other _____					

List any hobbies or interests and years of involvement.

Employment/Volunteer Experience

Start with your current or last job. Include any job related military service assignments. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Years _____ Months Supervisor _____ Tel: _____	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____
2) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Years _____ Months Supervisor _____ Tel: _____	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____
3) Dates (Month, Day, Year)	Employer's Name and Address	Duties Performed
From _____ To _____ Total _____ Years _____ Months Supervisor _____ Tel: _____	_____ _____ _____ Title _____ Reason for Leaving _____	_____ _____ _____ _____

List and describe all volunteer experience including experience not involving youth.

_____ _____ _____

Additional Information

Why are you interested in working at the Boys and Girls Club?

_____ _____ _____

What do you feel you can offer the Boys and Girls Club of Camarillo?

_____ _____ _____

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

References and Additional Space

List three non-related references: teachers, professors, coaches, past supervisors, etc.	
Name _____	Relation _____
Business/Work _____	Phone Number _____
Name _____	Relation _____
Business/Work _____	Phone Number _____
Name _____	Relation _____
Business/Work _____	Phone Number _____

Use this space for additional employment, volunteer experience or any additional information

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements / omissions of material fact will cause forfeiture of my rights to employment with the Boys & Girls Club of Camarillo. I hereby acknowledge that my employment is “**at-will**,” that I may resign at any time and the Company may terminate my employment at any time, with or without cause, and with or without notice, that any assurances of continued employment, whether written, oral or by conduct, shall be interpreted as changing the nature of the employment relationship unless specifically acknowledged in writing by the President/CEO/CPO of the Company.

Signature of Applicant

Date