

# The *Positive Place For Kids*



**BOYS & GIRLS CLUBS  
OF EL CAMINO REAL**

*An Equal Opportunity Employer*

## APPLICATION FOR EMPLOYMENT

(Please type or print application and fill out completely)

Date \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip Code)

Telephone Number \_\_\_\_\_ Social Security  
Number \_\_\_\_\_

Are you seeking full-time employment?  yes OR Part-time employment?  yes

If you desire part-time employment, specify days/hours available \_\_\_\_\_

Rate of pay expected \_\_\_\_\_ per  hour  week  year

Date available to begin employment \_\_\_\_\_

### EDUCATION (applicants may be asked to furnish college transcripts)

	Name and Location of School	Dates of Attendance	Did you graduate?	Degree Received/ Course of Study
High School				
College or University				
Graduate School				
Technical, Business or Other School				

(2)

**EMPLOYMENT HISTORY** (List past and present employment, beginning with your most recent job. Please account for all periods of time, including military service and periods of unemployment.)

Name & Phone Number of Employer	Dates of Employment (From/To)	Position Held & Type of Work	Name of Immediate Supervisor	Reason for Leaving Position

May we contact all prior and current employers listed on this application?  yes  no

If no is checked above, please explain: \_\_\_\_\_

**OTHER EXPERIENCE** (Please list any skills, abilities, hobbies, training, awards, volunteer work or other experience which you feel may be an asset in the position): \_\_\_\_\_

**REFERENCES** (Please list at least three personal references (not related to you) that we can contact regarding your application for employment to our organization.)

Name and Title	Address	Phone Number	Relationship to you (e.g., former employer, friend)

(3)

**ADDITIONAL INFORMATION**

Are you a United States citizen or authorized to work in the United States?  yes  no  
(If hired, federal law requires that you furnish documentation establishing authorization to work.)

Have you ever previously applied for employment at Boys & Girls Clubs of El Camino Real?  
 yes  no If yes, when? \_\_\_\_\_

Have you previously been employed with the Boys & Girls Clubs of El Camino Real?  
 yes  no If yes, when? \_\_\_\_\_

Have you previously been employed with any other Boys & Girls Club?  
 yes  no If yes, when and where? \_\_\_\_\_

Have you ever been convicted of a felony?  
 yes  no If yes, list dates and details? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT** (Please read the following carefully before signing)

I certify that the statements I have made in this employment application are true, accurate, and complete. I understand that any false or misleading statements or omissions on this application shall be sufficient reason for not being employed or if employed, shall be sufficient reason for termination of my employment with the Club.

I authorize the Boys & Girls Clubs of El Camino Real to use its personnel or any investigative agency to conduct a background investigation of me, including an investigation into any of the statements made in this application, my employment record, education history, criminal convictions, driving record, references, and financial record. I also authorize all my employers, former employers, references, credit reporting agencies/bureaus, educational institutions, and any other sources contacted to provide the Club with all records and information relevant to my employment application with the Club. I further agree to sign any forms requested by the Club to allow the Club to obtain the above information. I release the Club and all sources of information from all liabilities arising from such disclosures.

I understand that Boys & Girls Clubs of El Camino Real is an at-will employer and, if I am employed, my employment may be terminated at any time, with or without cause, with or without notice, and for any reason satisfactory to the Club.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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**THIS SECTION IS FOR CRIMINAL/BACKGROUND CHECKS ONLY!!**

*(The information provided below will be kept confidential and will not be used in determining whether or not the applicant will be accepted.)*

**Louisiana DL #:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

I (the applicant) hereby verify that the above information is true and accurate to the best of my knowledge. I understand that by signing this consent form, I am subject to a criminal background check which I authorize the Boys & Girls Clubs of El Camino Real to perform. I also understand that the Boys & Girls Clubs of El Camino Real is a drug-free zone and there is a no-tolerance policy in effect. I understand that if any Staff Member, Board Member, or Volunteer of the Boys & Girls Clubs of El Camino Real is found to be using illegal drugs of any sort, this would be grounds for immediate termination.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Please mail or return completed application and criminal background consent form to:**  
Boys & Girls Clubs of El Camino Real  
715 6<sup>th</sup> Street  
Natchitoches, LA 71457  
Fax: 318-352-6261