



MCBGC is a Drug Free Employer. Drug Testing, including Marijuana, and a Criminal Background Check will be required for all Rehires and New Hires once a job offer has been made.

Employment Application: an equal opportunity employer

Please Print

Date Last Name First Name Full Middle Name

Present Address

No. & Street City State Zip Code

() - () -
Cell Number Home number How did you hear about mcbgc? _____

Employment Desired: (select one below)

Possible positions to apply for: Aide – 1 Aide – 2 Unit Director

What transferable skills and companies have you worked at to qualify for the position(s) you are applying for:

- 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____

Personal Information

Have you ever worked for the Boys & Girls Club before? _____ Yes _____ No

If yes, when? _____ and which Club _____

Have you ever applied for the Mountain Communities Boys & Girls Club (MCBGC)? _____ Yes _____ No

If yes, when? Month _____ Year _____

Do you have friends or relatives working for the MCBGC _____ Yes _____ No

If yes, state their name(s) and relationship(s):

Name Relationship

Name Relationship

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety or morale, or if doing so could create conflict of interest.

Why are you applying for work at the MCBGC Club? _____

If hired, would you have reliable means of transportation to and from work? _____ Yes _____ No

Are you at least 18 years old? _____ Yes _____ No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? _____ Yes _____ No

Do you have the ability to acquire a Food Handlers Card? _____ Yes _____ No

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

If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate	Degree or Diploma
College/University	_____ Name	_____ Yrs. Completed	___ Yes ___ No	_____ Degree/Diploma
	_____ Address	_____ City	_____ State	_____ Zip Code
Vocational/Business	_____ Name	_____ Yrs. Completed	___ Yes ___ No	_____ Degree/Diploma
	_____ Address	_____ City	_____ State	_____ Zip Code
High School	_____ Name	_____ Yrs. Completed	___ Yes ___ No	_____ Degree/Diploma
	_____ Address	_____ City	_____ State	_____ Zip Code

Employment History

List below all present and past employment starting with your most recent employer (last seven years is sufficient.) Account for all periods of unemployment. You must complete this section even if attaching a resume.

1. _____
Name of Business _____ Phone Number **(Required)** _____

Type of Business: _____ Your Supervisor's Name: _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
_____ From _____ To _____
Your Position and Duties: _____

Reason for Leaving _____

May we contact this employer for a reference? _____ Yes _____ No

2. _____
Name of Business _____ Phone Number **(Required)** _____

Type of Business: _____ Your Supervisor's Name: _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
_____ From _____ To _____
Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? _____ Yes _____ No

3. _____
Name of Business _____ Phone Number **(Required)** _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____
_____ From _____ To _____
Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? _____ Yes _____ No

**Note: Attach additional page(s) if necessary for past employment history.*

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

1. _____
First Name _____ Last Name _____ Phone Number **(Required)** _____

Address and Street _____ City _____ State Zip Code _____

Occupation _____ No. of Years Acquainted _____

2. _____
First Name _____ Last Name _____ Phone Number **(Required)** _____

Address and Street _____ City _____ State Zip Code _____

Occupation _____ No. of Years Acquainted _____

3. _____
First Name _____ Last Name _____ Phone Number **(Required)** _____

Address and Street _____ City _____ State Zip Code _____

Occupation _____ No. of Years Acquainted _____

Schedule of Availability: Monday **a.m. / p.m.** _____ / _____ Tuesday **a.m. / p.m.** _____ / _____ Wednesday **a.m. / p.m.** _____ / _____
N = NO Thursday _____ / _____ Friday _____ / _____
Y = YES

Comments about your availability: _____

Please read carefully, initial each paragraph and sign below

_____ 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 shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Mountain Communities Boys & Girls Club 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 notice of such disclosure. In addition, I hereby release the Club, 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.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Club. In addition, I understand and agree that if I am employed, my employment 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 Club, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Club designated representative.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

_____ Should a search of public records be conducted by internal personnel employed by the Club, I am entitled a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgement." (Civil Code section 1786.53). Any public record request performed by internal personnel employed by the Club will only be conducted and used to the extent allowed by federal, state or local law.

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

Date

Applicant's Signature