



# BOYS & GIRLS CLUBS OF SKAGIT COUNTY

## EMPLOYMENT APPLICATION

This application is to be for a period of sixty (60) days only.

The Boys & Girls Clubs of Skagit County is an equal opportunity employer and committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to equal opportunity. Applicants are considered without regard to age, race, color, religion, sex, ancestry, national origin, marital or veteran status, medical condition/disability, sexual orientation, gender identity, or other protected status. Social Security Number (SSN) and Date of Birth (DOB) are required from all applicants and employees, to facilitate background checks.

Date Application Submitted: \_\_\_/\_\_\_/\_\_\_\_\_ Position applying for: \_\_\_\_\_

If not applying for a specific position for which location and employment status is provided, what type of employment are you seeking?  
 \_\_\_ Full-time \_\_\_ Part-time / \_\_\_ Regular \_\_\_ Temporary \_\_\_ Seasonal  
 Location(s):  
 \_\_\_ Anacortes \_\_\_ Burlington \_\_\_ Concrete \_\_\_ Mount Vernon \_\_\_ Sedro-Woolley \_\_\_ Other \_\_\_\_\_

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Preferred Name (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### EDUCATION & TRAINING

Are you currently attending High School? \_\_\_ Yes \_\_\_ No If yes, current grade: \_\_\_\_\_

	Name	Dates	Diploma or Degree/Major
High School			
Trade School			
Undergraduate College			
Graduate/Professional			
Other (Specify)			

Relevant Training & Certification (CPR/First Aid, Education Certification, Training Certification, Food Handler Card, etc)

Item	Date Completion or Certificate Expired

## EXPERIENCE

List any previous paid or volunteer experience working with youth, including length of involvement:

Experience	Dates

Describe any additional experience, training, or related interests:

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## EMPLOYMENT/VOLUNTEER INFORMATION

Have you ever applied for a position with the Boys & Girls Clubs of Skagit County before?  Yes  No

Have you ever worked, or volunteered, for the Boys & Girls Clubs of Skagit County before?  Yes  No

If yes, when? \_\_\_/\_\_\_ - \_\_\_/\_\_\_ If yes, location? \_\_\_\_\_

Have you ever worked, or volunteered for any other Boys & Girls Club organization before?  Yes  No

If yes, when? \_\_\_/\_\_\_ - \_\_\_/\_\_\_ If yes, location? \_\_\_\_\_

Do you have family or friends who work for this organization?  Yes  No If yes, please list: \_\_\_\_\_

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How did you learn about this job? \_\_\_\_\_

If selected for employment, do you have dependable transportation to and from work?  Yes  No

Can you submit legal verification of your right to be employed in the United States?  Yes  No

In the past ten (10) years, have you been terminated or asked to resign by an employer?  Yes  No

If you answered Yes, please provide employer, dates, and circumstances: \_\_\_\_\_

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## EMPLOYMENT/VOLUNTEER INFORMATION (cont.)

Have you ever been convicted of a Crime? \_\_\_\_\_

\_\_\_ Yes \_\_\_ No

Are you currently serving probation or deferred adjudication for any crime? \_\_\_\_\_

\_\_\_ Yes \_\_\_ No

Please provide written explanation if you answered "Yes" on either, or both, of the previous questions: \_\_\_\_\_

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### EMPLOYMENT HISTORY

Do not put "See Resume". Attach an additional sheet if necessary.

List all employment in the past five years, most recent job first; include any military service.

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Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Business/Industry: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_ Years \_\_\_ Months \_\_\_\_\_ Paid \_\_\_ Volunteer

Describe your duties/responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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Type of Business/Industry: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_ Years \_\_\_ Months \_\_\_\_\_ Paid \_\_\_ Volunteer

Describe your duties/responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Business/Industry: \_\_\_\_\_ Position: \_\_\_\_\_

Length of Employment: \_\_\_ Years \_\_\_ Months \_\_\_\_\_ Paid \_\_\_ Volunteer

Describe your duties/responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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## REFERENCES

Please list contact information for three professional or people who knows you well. No family references.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Other Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How long has reference known you? \_\_\_\_\_ Years \_\_\_\_\_ Months Best Hours for Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Other Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How long has reference known you? \_\_\_\_\_ Years \_\_\_\_\_ Months Best Hours for Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Other Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How long has reference known you? \_\_\_\_\_ Years \_\_\_\_\_ Months Best Hours for Contact: \_\_\_\_\_

## AGREEMENT

I authorize Boys & Girls Clubs of Skagit County (BGCSC) to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all those employers, references, academic institutions, and BGCSC, from any and all liability arising from their giving or receiving information about my employment history, my academic credentials, or qualifications, and my suitability for employment with BGCSC. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background and references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCSC has not employed me, or immediate dismissal if BGCSC has employed me. I also authorize BGCSC 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 BGCSC from all liability for its providing this information.

I understand that nothing in this employment application, in BGCSC policy statements or personnel guidelines, or in my communications with any BGCSC official is intended to create an employment contract between BGCSC and me. I also understand that BGCSC 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 if an employment relationship is established, I have the right to terminate my employment at any time, for any reason. I also understand that BGCSC retains the right to terminate my employment at any time, for any reason.

YES \_\_\_\_\_ NO \_\_\_\_\_ (Place your initials in the appropriate space to indicate your consent to this application.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_