



BOYS & GIRLS CLUBS
OF PALM BEACH COUNTY

**APPLICATION FOR
EMPLOYMENT**

BOYS & GIRLS CLUBS OF PALM BEACH COUNTY, INC.
APPLICATION FOR EMPLOYMENT

Boys & Girls Clubs of Palm Beach County, Inc. ("Club") is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran or other protected status.

The Club is committed to the fair and equal employment of individuals with disabilities. If you have a disability that may require a reasonable accommodation to participate in the application process, please contact the Club's HR department at 561-683-3287 to ensure availability of appropriate accommodations.

INSTRUCTIONS: Please print. Answer each question accurately and completely; do not refer to or attach a resume to this Application. Print "n/a" in any space that does not apply to you. Incomplete applications or applications providing additional non-requested information are considered withdrawn and will not be considered.

Position applied for _____ Date _____

Last Name _____ First _____ M.I. _____

Current Address _____ City _____ State _____ Zip _____ How Long? _____

Previous Address _____ City _____ State _____ Zip _____ How Long? _____

Home Phone # (____) _____ Cell Phone # (____) _____

E-mail address _____ Social Security # _____

Are you 18 years of age or older? Yes No Are you available for full time employment? Yes No

Have you ever applied with the Club? Yes No
If yes, when? _____

For which job did you apply? _____

Have you been previously employed by the Club? Yes No
If yes, when? _____

In which job(s) were you employed? _____

Give names and positions of any relatives, including in-laws, who work for the Club:

Please indicate hours and shifts or days you will not work: _____

What are your salary requirements? _____

List any job related skills or qualifications including computer skills that support your application: _____

Have you ever been bonded by a company for personal acts of dishonesty? Yes No
If yes, identify the company who bonded you and the effective dates of the bond: _____

Have you ever been convicted of, plead guilty or *nolo contendere* to a crime or have you ever been involved in a case that resulted in an adjudication withheld or *nolle prosequi*? Yes No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? Yes No
If the answer to either question is yes, please explain (state the date, type of crime, place of occurrence, disposition):

***Note: Conviction of a crime will not necessarily disqualify you from employment. Each conviction will be judged on its own merit with respect to time and job relatedness.**

Have you ever been criminally charged with any crime related to the mistreatment, abuse, or molestation of children? Yes No

If yes, please explain (state the date, type of crime, details concerning the type of crime, place of occurrence, disposition, and penalty imposed): _____

Have you ever received an expungement (charges erased) or a pardon of a conviction? Yes No

If yes, please explain the circumstances surrounding the expungement or pardon: _____

Have you ever had adjudication withheld (withholding of guilt or innocence by a judge) in a criminal proceeding? Yes No

If yes, please explain the circumstances surrounding the withholding: _____

Have you ever been discharged or requested to resign from a position? Yes No
If so, explain: _____

Have you ever been requested to resign from a volunteer position? Yes No

If so, explain: _____

EDUCATION

Level	Name	Major	Circle Highest Grade Completed	Degree/ Diploma/GED
High School	_____	_____	9 10 11 12	_____
College	_____	_____	1 2 3 4	_____
Other	_____	_____	1 2 3 4	_____

Professional Licenses: _____

Do you have any special computer or technical skills and training? _____

EMPLOYMENT

List all employment since high school, the most recent job first. Attach additional sheets if necessary. Include any gaps in employment, *e.g.*, periods of unemployment or self-employment, etc.

Dates Employed mo/yr-mo/yr	Business Name & Address	E-Mail /Phone #	Position/ Supervisor	Reason for Leaving	Start & End Salary
_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	
	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	
	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	
	_____	_____	_____	_____	

May we contact your present employer? _____ Yes No

If you answered "No", please explain: _____

PROFESSIONAL REFERENCES

List three professional references who are not your relatives or former employers

Name	Address	E-Mail/Phone #	Occupation	Years Known
_____	_____ _____ _____	_____ _____	_____	_____
_____	_____ _____ _____	_____ _____	_____	_____
_____	_____ _____ _____	_____ _____	_____	_____

PLEASE READ CAREFULLY

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

I understand that Boys & Girls Clubs of Palm Beach County, Inc. (“Club”) will attempt to verify statements made on my application and made during my employment interview. When contacted by the Club, I give 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. In consideration of the Club’s review of this application, I release the Club and all former employers from any liability as a result of furnishing and receiving this information.

I authorize personal references as well as other persons, companies, corporations, schools, and law enforcement agencies to furnish to the Club and/or its agents any information they have concerning me. I understand that false, incomplete or misleading statements or omissions on this application or any other employment form, whether pre- or post- employment, may be considered sufficient cause for dismissal, if and when discovered. For these purposes, all materials that I submit to the Club are considered employment forms. I understand that the use of this application does not indicate there are positions open and does not in any way obligate the Club.

In addition, I understand that:

- I may be required to submit to drug testing or medical evaluations now or, if hired, at any time in the future and I agree to such testing. I understand that I will be required to submit to a Level 2 Background Screening in keeping with the requirements of Florida Statutes § 435.04 My failure or refusal to undergo such testing will result in the withdrawal of my application or my separation.
- 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 the Club’s ability to verify my employment eligibility.
- If hired, I must conform to the Club’s rules; I am an at-will employee; my employment does not guarantee a position for any length of time; and, I may be required to work overtime, weekends or holidays. No one other than the Club’s President & CEO can make any other agreements.
- If disabled and I need an accommodation, I should inform the Club and engage in an interactive dialogue to determine the best course of action.
- If hired, confidential information (all non-public information about the Club and its members, which includes proprietary, financial, marketing and strategic business information regarding the Club, its properties and its members) may be available to me and this shall not be disclosed to any unauthorized personnel.
- By signing below I am waiving certain rights regarding this application process: my right to a jury trial to resolve any lawsuit arising out of this process; and, my right to participate as a member or representative of a class of similarly situated individuals in any class or collective action lawsuit arising out of this process.

I understand that my failure to sign this form will be considered a withdrawal of my application for employment.

Complete Signature of Applicant

Date

Due to the volume of applications received, we may not interview every applicant. In the event you are selected for an interview, we will contact you. Applications will not be considered active after 90 days from the date of this application.

[Type text]