BOYS & GIRLS CLUB
OF MOORPARK & SIMI VALLEY

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name / First Name / Middle	**Date**
Street Address	**Home Telephone**
City / State / ZIP	**Cell Phone**
How long have you lived at this address?	**Email Address**
Position Applied For	**Hours and Days Available**
If less than five years at current address, list former address(es) for the past five years:	**Employment eligibility** ☐ Yes ☐ No Legally eligible for employment in the U.S. ☐ Yes ☐ No At least 18 years old ☐ Yes ☐ No Reliable transportation to/from work
Employment preferences ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary ☐ Yes ☐ No Will work overtime if asked	**Driving requirement** ☐ Yes ☐ No If required to drive, can you provide proof of legal right to drive in California?
Salary Desired ($ / Hour / Week / Month / Year)	**If hired, date available to start**
Previous application ☐ No ☐ Yes If yes, month/year: _____	**Friends or relatives working for us** ☐ No ☐ Yes If yes, name(s)/relationship:
Previous Boys & Girls Club affiliation ☐ No ☐ Yes If yes, which Club and in what capacity?	

EDUCATION

School	Name & Location	Years Completed	Degree, Diploma or Certificate
High School			
College / University			
Vocational / Business			

Other experience, training, qualifications, or skills that make you especially suited for work at the Boys & Girls Club of Moorpark & Simi Valley:

EMPLOYMENT HISTORY

List all present and past employment, paid or unpaid, starting with your most recent employer. The last 10 years is sufficient. Account for all periods of unemployment. Attach extra pages if necessary. Complete this section even if attaching a résumé. If currently employed, state why you are seeking other employment under "Reason for Leaving."

May we contact your present employer? ☐ **Yes** ☐ **No**

Company Name	**Telephone**
Address	**Employed (month/year) — From / To**
Name of Supervisor	**Type of Business**
Job Title and Description of Work	**Reason for Leaving**

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Job Title and Description of Work	**Reason for Leaving**

MILITARY SERVICE

Have you obtained any special skills or abilities as a result of military service that may relate to the position for which you are applying?

☐ Yes ☐ No If yes, please describe:

_____

_____

REFERENCES

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

Name	Phone	Occupation	Address	Years Acquainted

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN WHERE INDICATED.

APPLICANT ACKNOWLEDGMENTS

I understand that persons employed at the Boys & Girls Club of Moorpark & Simi Valley ("Company") have access to confidential information regarding various phases of the Company business. Therefore, the Company requires new employees, as a condition of employment, to sign a Confidentiality Agreement.

Date:

Signature of Applicant: _____ _____

I understand that information concerning competitors' operations, products, designs or other proprietary information will not be solicited from an applicant for employment, or from the Company's employees. The Company will honor any valid post-employment restrictions contained in an applicant's employment contract and fully respects the applicant's duty of loyalty and non-disclosure to a former employer.

Date:

Signature of Applicant: _____ _____

In consideration of my employment, if hired, I agree to conform to the rules and regulations set forth by the Company in its policies and practices or as directed by management.

Date:

Signature of Applicant: _____ _____

APPLICANT ACKNOWLEDGMENTS — CONTINUED

I understand that each employee of Company is an at-will employee unless specifically notified otherwise in writing. That is, I may terminate our employment relationship at any time, for any reason, and the Company has the same right to terminate our employment relationship at any time and for any reason. I understand that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and the Company, signed by the Chief Executive Officer.

Date:

Signature of Applicant: _____ _____

I understand that if offered employment, I may be required to submit to and pass a medical examination to assess my fitness for duty as a condition of beginning my employment.

Date:

Signature of Applicant: _____ _____

I understand that if offered employment I may be required to submit to a drug and/or alcohol screen. I further understand that I must successfully pass such a screen as a condition of beginning my employment. If test results are not received until after I start employment, a positive test will result in my termination.

Date:

Signature of Applicant: _____ _____

I understand that if offered employment, I may be required to submit to a background and reference check as a condition of beginning my employment.

Date:

Signature of Applicant: _____ _____

I certify that I have personally completed and/or reviewed all of the information about me contained in this application. I further certify under penalty of perjury that the information provided in this application is true and correct. I understand that if it is determined that the information contained in this application is false, I will not be eligible for employment with the Company or, if I have already been hired, my employment will be terminated for falsification of Company documents.

Date:

Signature of Applicant: _____ _____