



**BOYS & GIRLS CLUB**  
OF MOORPARK & SIMI VALLEY

**Boys & Girls Club of Moorpark & Simi Valley**  
*An Equal Opportunity Employer*

2850 Lemon Drive  
Simi Valley, CA 93063  
PH: (805) 527-4437  
FAX: (805) 527-4516

**EMPLOYMENT APPLICATION**  
***PLEASE PRINT***

|                                                                                                                                                                |       |        |                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Name                                                                                                                                                      | First | Middle | Date                                                                                                                                                                                                              |
| Street Address                                                                                                                                                 |       |        | Home Telephone<br>(    )                                                                                                                                                                                          |
| City, State, Zip                                                                                                                                               |       |        | Cell Phone<br>(    )                                                                                                                                                                                              |
| How long have you lived at this address? (if less than five years, provide your former addresses for the past five years):                                     |       |        | Email Address                                                                                                                                                                                                     |
| Position Applied For                                                                                                                                           |       |        | Hours and Days Available                                                                                                                                                                                          |
| Have you ever applied for employment with us?<br><input type="checkbox"/> No <input type="checkbox"/> Yes    If yes : Month and Year _____                     |       |        | Will you work overtime if asked?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                      |
| Do you have any friends or relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, state name(s) and relationship: _____ |       |        | Are you legally eligible for employment in the United States?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                         |
| Will you accept?<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary |       |        | Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(If under 18, hire is subject to verification that you are of minimum legal age and have a valid student work permit.) |
| Salary Desired<br>\$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year        |       |        | If the position for which your are applying requires that you drive a vehicle, can you provide proof of your legal right to drive in CA? <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| If hired, on what date can you start work?                                                                                                                     |       |        | If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                            |

**EDUCATION**

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

|                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Boys &amp; Girls Club of Moorpark &amp; Simi Valley? If so, please explain:</b> |
|                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                   |



**MILITARY SERVICE**

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

Yes (if so, describe)     No

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.**

1. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

2. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

3. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

4. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

5. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

6. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date