

BOYS & GIRLS CLUBS OF PORTLAND METROPOLITAN AREA

Employment Application



Boys & Girls Clubs of Portland Metropolitan Area (BGCP) does not discriminate on the basis of race, religion, national origin, color, gender, age, marital status, family relationships, sexual orientation, worker's compensation, disability, veteran's status, or any other reason prohibited by law.

This application will be considered for the specific job for which you are applying and will be kept on file.

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City			State		ZIP				
Phone			E-mail Address						
Date Available			Desired Salary						
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? BGCP participates in the Federal E-Verify program.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Boys & Girls Clubs of Portland?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
EDUCATION									
High School			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other			Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
REFERENCES									
<i>Please list 2 professional and 2 personal references.</i>									
1. Full Name			Relationship			Email address			
Employer or Volunteer Site			Phone						
2. Full Name			Relationship			Email address			
Employer or Volunteer Site			Phone						
3. Full Name			Relationship			Email address			
Employer or Volunteer Site			Phone						
4. Full Name			Relationship			Email address			
Employer or Volunteer Site			Phone						

PREVIOUS EMPLOYMENT/VOLUNTEER SITES

This entire section must be completed. List all work/volunteer experience, paid or unpaid, beginning with your current or most recent job/volunteer experience. Boys & Girls Clubs of Portland will use the following information to perform employment/volunteer verifications.

Employer/ Volunteer Site #1		Phone	
Address		Contact for Employment Verification	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/>			

Employer/ Volunteer Site #2		Phone	
Address		Contact for Employment Verification	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/>			

Employer/ Volunteer Site #3		Phone	
Address		Contact for Employment Verification	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

ADDITIONAL INFORMATION

Preferred Site: Blazers / Inukai / Oak Grove / Regence/ Rockwood/ Wattles/ Russell Academy /Margaret Scott (Please circle one)
 Are you open to work at other locations? Yes No If no, please explain: _____

Days/Hours Available to Work:

Days:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours:							



The mission of the Boys & Girls Clubs of Portland Metropolitan Area (“BGCP”) is “to enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.”

An offer for employment will be conditioned upon a satisfactory background check. For the safety of our youth, background investigations may include, but are not limited to checks of an employee’s driver’s license, national sex offender search, state and federal criminal records; any offenses or convictions may prevent employment. If employed, annual background checks will be conducted.

AUTHORIZATION FOR INFORMATION RELEASE

I, _____, give the Club permission to confirm by personal inquiry, or otherwise, information provided in this application and the authorization to conduct a satisfactory background check. For the safety of our youth, background investigations may include, but are not limited to, checks of an applicant’s driver’s license, national sex offender search, and state and federal criminal records check. In conducting this personal inquiry and background check, I release BGCP and its agents, as well as all persons, companies, corporations, or public agencies providing information about me from all liability or responsibility of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that the information released will be used by BGCP for the sole purpose to determine whether the applicant will receive an offer of employment and that such official use by Boys & Girls Clubs of Portland and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that should an employment offer be extended to me and accepted that it will be conditioned on the results of an acceptable background check in the sole discretion of BGCP. If employed, I will fully adhere to the policies, rules and regulations of employment of the Employer. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I certify that all answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresented facts, and material omissions may be grounds for denial of employment or discharge if already hired.

Applicant's Signature

Date

Applicant's Printed Name