

# 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   |                              |                             | Social Security No.                            |                              |                             | 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.? | 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                          | NO                          | 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

*Please list 2 professional and 2 personal references.*

|                            |  |              |  |
|----------------------------|--|--------------|--|
| 1. Full Name               |  | Relationship |  |
| Employer or Volunteer Site |  | Phone        |  |
| 2. Full Name               |  | Relationship |  |
| Employer or Volunteer Site |  | Phone        |  |
| 3. Full Name               |  | Relationship |  |
| Employer or Volunteer Site |  | Phone        |  |
| 4. Full Name               |  | Relationship |  |
| 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/<br>Volunteer Site #1   |                 | Phone                                     |                  |
| Address  |                 | Contact for<br>Employment<br>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/<br>Volunteer Site #2   |                 | Phone                                     |                  |
| Address  |                 | Contact for<br>Employment<br>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/<br>Volunteer Site #3   |                 | Phone                                     |                  |
| Address  |                 | Contact for<br>Employment<br>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 Club/Site: Blazers / Inukai / JWR / Meyer / Regence/ Rockwood/ Wattles/ School Site: \_\_\_\_\_ (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: |        |        |         |           |          |        |          |



## **AUTHORIZATION FOR PRIOR EMPLOYER(S) TO RELEASE INFORMATION**

*I, \_\_\_\_\_, hereby authorize any representative of Boys & Girls Clubs of Portland bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for 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 hereby release any individual from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.*

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Printed Name**

## Applicant's Understanding

*Please read, and initial each following statement to indicate your understanding, and then sign your name below and date:*

\_\_\_\_\_ I acknowledge and will take pride in helping carry out the mission of the Boys & Girls Clubs which is "to enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens."

\_\_\_\_\_ I understand that employment will be conditional 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, I further understand that annual background checks will be conducted and will comply with company policy.

\_\_\_\_\_ I understand that the Boys & Girls Clubs of Portland is a drug-free workplace. I further understand that employment may be conditional upon a satisfactory drug test and I hereby consent to such testing. Additionally, if I refuse to take or fail the drug test, I will not be employed. Upon being hired, if there is reasonable suspicion that I am using drugs, or reasonable cause to believe that I am under the influence, I will be subject to drug testing.

\_\_\_\_\_ I understand my eligibility for employment in the United States will be checked through e-verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

\_\_\_\_\_ If I am employed by the Club, I will comply with all work-related requirements set forth by the Club.

\_\_\_\_\_ I understand that, if hired, I will be an "at-will" employee and agree that the employment relationship can be terminated at any time, for any reason, with or without notice, with or without cause by me or the Club.

\_\_\_\_\_ I understand that no manager or representative of the Club, other than in writing signed by a Chief Executive Officer and myself, has any authority to enter into an agreement of employment for any specified period of time, or contrary to the above terms, or alter the above conditions of employment.

\_\_\_\_\_ 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 authorize an investigation of all statements and materials submitted. I understand that giving false information, misrepresented facts, and material omissions may be grounds for denial of employment or discharge if already hired.

\_\_\_\_\_ I hereby acknowledge that I have read and understand the above statements. I voluntarily give the Club permission to confirm by personal inquiry, or otherwise, information provided in this application. I release from all liability or responsibility this Club and all persons, companies, corporations, or public agencies providing information to the Club about me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date