



BOYS & GIRLS CLUBS OF CENTRAL NEW MEXICO EMPLOYMENT APPLICATION

The Boys & Girls Clubs of Central New Mexico have an established policy of Equal Employment Opportunity with respect to race, creed, color, sex or national origin. No question on this application is intended to secure information to be used for discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

**PLEASE READ CAREFULLY – PRINT CAREFULLY
ANSWER ALL QUESTIONS COMPLETELY**

DATE OF APPLICATION:

NAME (LAST) (FIRST) (MIDDLE)		
ADDRESS	EMAIL	PHONE NUMBER
CITY	STATE	ZIP
HOW LONG HAVE YOU LIVED AT THIS ADDRESS		
	YRS	MOS
IS THIS A PERMANENT ADDRESS		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
ARE YOU A U.S. CITIZEN	PERSON TO NOTIFY IN CASE OF EMERGENCY	PHONE NUMBER
YES <input type="checkbox"/> NO <input type="checkbox"/>		RELATIONSHIP

BACKGROUND WITH THE BOYS & GIRLS CLUBS:

Have you ever been a member of a Boys & Girls Club? YES NO

If yes, name/location of club: _____

How long were you a member? Yrs. Mos.
Have you ever been employed by a Boys & Girls Club? YES NO

Position(s) _____

Have you been a volunteer at a Boys & Girls Club? YES NO

If yes, name/location of club: _____

How long were you a volunteer: Yrs Mos.

Position(s) _____

ADDITIONAL QUESTIONS:

Will you accept part-time work? YES NO
Will you accept temporary work? YES NO

What is the minimum rate of pay you would accept?

What hours can you work?

What type of position(s) do you desire?
 Recreational / Social Leader OTHER (Please specify) _____
 Sports / Instructor _____
 Crafts / Arts/ Cultural Instructor _____
 Academic Tutoring Instructor _____
 Administrative / Management _____
 Secretarial _____
 Maintenance / Custodian _____
 Languages you speak OTHER than English _____

EDUCATION

ELEMENTARY / HIGH (Circle last grade completed): 1 2 3 4 5 6 7 8 9 10 11 12

Date of high school graduation Or GED certificate:

Name and location of last high school attended or place GED was taken: _____

LIST ALL COLLEGES, UNIVERSITIES, TECHNICAL, BUSINESS AND OTHER TRAINING SCHOOLS ATTENDED:

NAME AND LOCATION OF SCHOOL(S)	ATTENDED		CREDIT HOURS	DEGREES(S)	YEAR
	FROM	TO			

PREVIOUS EMPLOYMENT (Fill in appropriate information below beginning with your most recent place of employment)

NAME AND LOCATION OF BUSINESS OR ORGANIZATION		POSITION HELD
IMMEDIATE SUPERVISOR	EMPLOYED FROM – TO / / TO / /	REASON FOR LEAVING
MAY WE CONTACT THIS EMPLOYER?		TELEPHONE NUMBER
NAME AND LOCATION OF BUSINESS OR ORGANIZATION		POSITION HELD
IMMEDIATE SUPERVISOR	EMPLOYED FROM – TO / / TO / /	REASON FOR LEAVING
MAY WE CONTACT THIS EMPLOYER?		TELEPHONE NUMBER
NAME AND LOCATION OF BUSINESS OR ORGANIZATION		POSITION HELD
IMMEDIATE SUPERVISOR	EMPLOYED FROM – TO / / TO / /	REASON FOR LEAVING
MAY WE CONTACT THIS EMPLOYER?		TELEPHONE NUMBER

PREVIOUS RESIDENCES FOR PAST 5 YEARS

CITY	STATE
LIVED FROM – TO / / TO / /	
CITY	STATE
LIVED FROM – TO / / TO / /	
CITY	STATE
LIVED FROM – TO / / TO / /	

MILITARY SERVICE INFORMATION

Are you a Veteran? Yes No

If yes, dates of service From – To
/ / TO / /

MILITARY SERIAL #

BRANCH OF SERVICE

REFERENCES (Please list below the names of three persons to whom you are well known – not relatives or employers)

NAME / TELEPHONE NUMBER		OCCUPATION		
ADDRESS	CITY	STATE	ZIP	YEARS KNOWN
NAME/TELEPHONE NUMBER		OCCUPATION		
ADDRESS	CITY	STATE	ZIP	YEARS KNOWN
NAME/TELEPHONE NUMBER		OCCUPATION		
ADDRESS	CITY	STATE	ZIP	YEARS KNOWN

ADDITIONAL INFORMATION

Give any additional information, such as youth work, that might assist in placing you:

Please list any hobbies or skills you have that may enhance our program:

Driving a Boys & Girls Clubs of Central New Mexico may be one of your assigned duties, if employed, pending an acceptable driving record.

Do you have a valid NM driver's license? Yes No

Have you ever been arrested or charged with DWI or reckless driving? Yes No If yes, please explain

Has your driver's license ever been revoked or suspended? Yes No If yes, please explain

The Boys & Girls Clubs of Central New Mexico has a very serious responsibility to protect the health, safety and welfare of the youth we serve. We also have a concern for you, the prospective employee. Therefore, we require the following information. Have you ever been convicted, charged, or accused of:

CHILD ABUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	CHILD NEGLECT? <input type="checkbox"/> YES <input type="checkbox"/> NO	SEXUAL ABUSE OF A CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO	ANY FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO
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If you answered yes to any of the above, please explain: _____

Do you use illegal drugs? Yes No

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? Yes No

If yes, please explain: _____

CERTIFICATION

In consideration of employment sought, I certify that all information give on this application is true and correct and that I have not knowingly withheld any fact that would, if disclosed, affect my application unfavorably. It is understood that a false statement on this application may be considered a sufficient cause for rejection of this application, or dismissal, if already employed by Boys & Girls Clubs of Central New Mexico.

I hereby authorize my previous employers and other references named herein to furnish whatever information requested about my qualification, and employment record, and hereby release any person and companies from any liability incurring from the furnishing of such information.

I understand and agree that, if hired, my employment is for no definite period, regardless of the date of payment of my wages or salary, and may be terminated at any time without any prior notice and without liability of wages or salary except as may have been earned up through the date of my termination.

DATE

SIGNATURE

TO ALL APPLICANTS:

We appreciate your interest in employment with the Boys & Girls Clubs of Central New Mexico. As a part of our normal procedure for processing applications, an investigative report concerning your background may be made during the next few days. This inquiry typically concerns information on an applicant’s character, general reputation, personal characteristics, and mode of living, and may involve personal interviews with neighbors, friends, associates or other persons with whom you are acquainted. Further information on the nature and scope of such inquiry, if one is made, is available to you upon written request.

APPLICANTS RELEASE

I AUTHORIZE all persons, former employers, investigative agencies, business organizations, schools, companies, corporations, credit bureaus and law enforcement agencies to supply Boys & Girls Clubs of Central New Mexico and/or its agents with any information regarding my background, character or qualifications for employment. I hereby release Boys & Girls Clubs of Central New Mexico and its agents from any and all liability arising from any investigation made of my background, character or qualifications for employment.

DATE

SIGNATURE

THIS FORM IS TO BE COMPLETED AND A DUPLICATE COPY GIVEN TO THE APPLICANT