

Business Office Use Only: Application Expiration Date ____/____/____

NAME _____
LAST FIRST M.I.

DATE ____/____/____

EMPLOYMENT APPLICATION

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF ST. LUCIE COUNTY

GREAT FUTURES START HERE.



EMPLOYMENT APPLICATION FORM

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

INSTRUCTIONS: COMPLETE ALL SECTIONS IN PRINT. LEAVE A BLANK OR N/A FOR SECTIONS THAT DOES NOT APPLY TO YOU. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

GENERAL			
NAME:	(Last)	(First)	(Middle Initial) TELEPHONE (Area Code)
OTHER NAMES USED			
CURRENT ADDRESS (Please list previous address if you have not lived at your current address for more than 1 year.)			
PREVIOUS ADDRESS			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST 17 YEARS OF AGE?	
<input type="checkbox"/> YES		<input type="checkbox"/> YES	
<input type="checkbox"/> NO		<input type="checkbox"/> NO	
IF NOT, DO YOU HAVE A WORK PERMIT?			
<input type="checkbox"/> YES			
<input type="checkbox"/> NO			
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF ST. LUCIE COUNTY (BGCSLC)?			
PREVIOUS EMPLOYMENT WITH BGCSLC (If any, give dates, position, location)			
RELATIVES EMPLOYED BY BGCSLC (If any, give dates, positions)			

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

POSITION APPLYING FOR

POSITION: Program Specialist Membership Clerk (club houses only)
 Program Director (clubhouses only)
 Club Director Other: _____

OFFICE LOCATIONS: Corporate Office School Based Admin Office

SCHOOL BASED LOCATIONS: Bayshore Floresta Palm Pointe Manatee St. Lucie West Oak Hammock
 Lakewood Park Mariposa Morningside Windmill Pointe Westgate Rivers Edge

CLUBHOUSE LOCATIONS: Garden Terrace Unit Infinity Unit Ken Pruitt Unit Chuck Hill Unit

DATE AVAILABLE WILLINGNESS TO TRAVEL? SALARY REQUIREMENTS
_____/_____/_____ _____% OR _____MILES \$_____ PER HOUR OR \$_____ ANNUALLY

WORK EXPERIENCE			
Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.			
CURRENT EMPLOYER	YOUR TITLE	START DATE	END DATE
_____	_____	____/____/____	____/____/____
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
STARTING PAY	ENDING PAY	BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES	
\$ _____	\$ _____	_____	
REASON FOR LEAVING			
PREVIOUS EMPLOYER	YOUR TITLE	START DATE	END DATE
_____	_____	____/____/____	____/____/____
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
STARTING PAY	ENDING PAY	BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES	
\$ _____	\$ _____	_____	
REASON FOR LEAVING			
PREVIOUS EMPLOYER	YOUR TITLE	START DATE	END DATE
_____	_____	____/____/____	____/____/____
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
STARTING PAY	ENDING PAY	BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES	
\$ _____	\$ _____	_____	
REASON FOR LEAVING			

PLEASE LIST AT LEAST 2 PROFESSIONAL REFERENCES

Name	Telephone Number	Years Known
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Name	Telephone Number	Years Known
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PLEASE LIST AT LEAST 2 PERSONAL REFERENCES

Name	Telephone Number	Years Known
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Name	Telephone Number	Years Known
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ALL APPLICANTS

TYPING SPEED:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

YES NO

If not, please explain

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AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of St. Lucie County (BGCSLC) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCSLC's review of this application and my candidacy for employment, I release BGCSLC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCSLC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

Signature

Date