



BOYS & GIRLS CLUB
OF THE REDWOODS

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

Application for Employment

Please return application by email: office@bgcredwoods.org,
or bring in/ mail to our Admin Office:
939 Harris St, Eureka, CA 95503

P E R S O N A L	Last Name	First Name	Middle Name	Date of Birth
	Street Address			Home/ Cell Phone
	City, State, Zip Code			Email Address
	Have you ever applied for employment with us before? Yes No If yes: Month and Year Location			
	Position Desired			Desired Wage
	Type of Employment Desired : Full Time Part Time Temporary Date Available to Start:			
	Are there any restrictions on the hours or days of the week you can work? _____Yes_____No If yes, please explain:			

E D U C A T I O N	Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
	Equivalency Exam (List): _____
	Name & Location of High School Attended: _____
	List Junior Colleges, Vocation/Technical School(s), or University(ies) Attended:
	SCHOOL NAME & LOCATION MAJOR YEARS COMPLETED DEGREE/GPA
	_____ _____ _____ _____

Have you ever been employed with any other Boys & Girls Club? Yes_____ No_____
If yes, what organization? _____

PROFESSIONAL REFERENCES Please list references - (not related to you)

NAME	ADDRESS	PHONE

Note: The Boys & Girls Club of the Redwoods will consider qualified applicants, including those with criminal histories, in a manner consistent with Boys & Girls Club of the Redwoods, Boys & Girls Club of America, Federal, CA Fair Employment and Housing Act (FEHA), and Local Laws.

EMPLOYMENT

Please give an accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Business Name	Phone Number ()
	Address	Employed (Month/Year)
	Name of Supervisor	May We Contact Your Former Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Job Title & Job Duties	Reason for Leaving
2	Business Name	Phone Number ()
	Address	Employed (Month/Year)
	Name of Supervisor	May We Contact Your Former Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Job Title & Job Duties	Reason for Leaving
3	Business Name	Phone Number ()
	Address	Employed (Month/Year)
	Name of Supervisor	May We Contact Your Former Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Job Title & Job Duties	Reason for Leaving
4	Business Name	Phone Number ()
	Address	Employed (Month/Year)
	Name of Supervisor	May We Contact Your Former Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Job Title & Job Duties	Reason for Leaving

OFFICE USE ONLY:

Application Received Date: _____ **Received by/ Site Location:** _____

Initial Call: _____ **Interview:** _____ **Accepted as Staff:** ☐ Yes ☐ No
Date & Time *Date & Time*

Please read carefully, initial each paragraph and sign below:

initial

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given to me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

initial

I hereby authorize Boys & Girls Club of the Redwoods (BCCR) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment excluding criminal background information unless authorized separately. I further authorize the references I have listed to disclose to BGCR any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. Additionally, I release BGCR, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

initial

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and BGCR. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or BGCR, and that no promises or representations contrary to the foregoing are binding on BGCR unless made in writing and signed by me and BGCR's designated representative.

initial

In compliance with federal law, all persons hired will be required to verify identity and initials eligibility to work in the United States and to complete the required employment eligibility verification document form.

Boys & Girls Club of the Redwoods will consider qualified applicants, including those with criminal Histories, in a manner consistent with state and local "Fair Chance" laws.

Applicant's Signature

Date



**BOYS & GIRLS CLUB
OF THE REDWOODS**

939 Harris St, Eureka, CA 95503 | Office: (707) 441-1030

AUTHORIZATION TO RELEASE INFORMATION

My signature below evidences my understanding that I am being considered for the position of _____ at Boys & Girls Club of the Redwoods and that I hereby authorize the Boys & Girls Club of the Redwoods to receive any criminal history record information pertaining to be which may be in the files of any national, state or local criminal justice agency. I have been given a separate notice of my rights under the California Investigative Consumer Reporting Agencies Act. I understand that I will be entitled to copies of the record and be given an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities. I further understand that information obtained during the investigation may be used as a basis for the denial of appointment or reappointment, as well as termination when appointed to the above position pending completion of my records check investigation I understand that refusal to sign this release will result in termination of the appointment process. All information I hereby authorize to be obtained will be held strictly confidential.

I certify that the following information is my true and complete legal name and that all information contained herein is true and correct to the best of my knowledge.

Print Full Name

Former Names and Time Frames

Sex

Date of Birth

Social Security Number

Do you have a driver's license? YES ☐ NO ☐

If Yes: _____
Driver's License Number State of Issue Expiration Date

If No: _____
ID Number State of Issue Expiration Date

Current Full Address

Previous Address

Signature

Date

Witness to Signature (If under 18)

Date

EQUAL EMPLOYMENT OPPORTUNITY DATA

Application Date

To be completed by applicant:

This employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil laws and regulations. Completion of this form is entirely **VOLUNTARY. YOU DO NOT HAVE TO PROVIDE THE INFORMATION BELOW.** All information will remain confidential and will not affect your application for employment or subject you to any adverse treatment. It will not become part of your personnel record if you are hired by this company and will only be used as required by law. When reported, data will not identify any specific individual.

Name: _____

Sex: ☐ Male ☐ Female ☐ Prefer not to answer

Race/Ethnicity (Definitions are on the next page as provided by the Federal Equal Employment Opportunity Commission):

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African-American
- ☐ Hispanic or Latino
- ☐ White (Not Hispanic or Latino)
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or More Races
- ☐ Prefer not to answer

EQUAL EMPLOYMENT OPPORTUNITY DATA

Definitions of the EEO-1 race and ethnicity categories are as follows:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African- American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.