

EMPLOYMENT APPLICATION

Boys & Girls Clubs of Oklahoma County, Inc considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability and any other legally protected status.

APPLICANT INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____ Date: _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Date Available: _____ Desired Salary: _____ /Hour or _____ /Annualized

Position Applied For: _____

Do you have reliable transportation? Yes No

Are you eligible to work in the U.S.? Yes No Proof of citizenship or immigration status will be required upon employment.

Have you ever worked for BGCOKC? Yes No If yes, when? _____

Have you ever been convicted of a felony*? Yes No If yes, explain: _____

*Disclosure of a criminal record does not automatically disqualify you from employment consideration. Each case will be judged on its own merits based on the job-relatedness, nature and severity of the conviction and how long ago it occurred.

EDUCATION

High School: _____ Address: _____

Did you graduate? Yes No GED If yes/GED, when? _____

College: _____ Address: _____

Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

Did you graduate? Yes No Degree: _____

PROFESSIONAL REFERENCES

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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PREVIOUS EMPLOYMENT

Company: _____	Phone: _____	
Address: _____	Supervisor: _____	
Job Title: _____	Starting Salary: \$ _____	Ending Salary: \$ _____
Responsibilities: _____		
Employed From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company: _____	Phone: _____	
Address: _____	Supervisor: _____	
Job Title: _____	Starting Salary: \$ _____	Ending Salary: \$ _____
Responsibilities: _____		
Employed From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company: _____	Phone: _____	
Address: _____	Supervisor: _____	
Job Title: _____	Starting Salary: \$ _____	Ending Salary: \$ _____
Responsibilities: _____		
Employed From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

MILITARY SERVICE

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

DISCLAIMER AND SIGNATURE

I certify that the answers given on this application are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time without cause. It is further understood that this "at will" relationship may not be changes by any written documentation or by conduct unless the change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my interview or interviews may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature of candidate: _____ Date: _____