EMPLOYMENT APPLICATION

Boys & Girls Clubs of Metro Tulsa, 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? ☐ Yes ☐ 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? ☐ Yes ☐ 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? ☐ Yes ☐ 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: _____