

Boys & Girls Clubs of Wichita Falls

TO THE APPLICANT

Minimum qualifications for part-time youth development positions:

1. Completion of 30 or more college/university hours beyond high school graduation or **experience equivalent**.
2. CPR and First Aid certification or ability to obtain in a timely fashion.
3. Criminal History:

Final applicants for employment, current employees, and volunteers **ARE NOT ELIGIBLE FOR** employment or volunteer assignments working with children if they have been **convicted, plead guilty or no contest** to the following:

1. **Any felony within the past 5 years** (this is not an all inclusive time period)
2. **Any misdemeanor** involving (this is not an all inclusive list):
 - A. **Abuse, neglect, cruelty, or harm to children**
 - B. **Sexual relations, activity and indecency**
 - C. **Cruelty to animals**
 - D. **Trafficking, sale, or manufacture of a controlled drug or substance**
 - E. **Use of a weapon in the commission of a crime**
3. A criminal history consisting of multiple **misdemeanors** that involve convictions, guilty **and** no contest pleas and contains **any single conviction, guilty or no contest plea involving threat or use of force, possession of illegal substances/drugs** (this is not an all inclusive list).

Requirements of applicant for consideration of employment:

1. Submit one letter of recommendation with completed application. Letter of recommendation may be from former employers, teachers, clergy, community leaders, or long-time friends. Please do not use relatives.
2. Submit with application, a photocopy of diploma, transcript, or grade report that verifies highest level of education attained.
3. Application must be completed in its entirety, legibly, with signed releases.

DATE RECEIVED _____	INTERVIEW DATE _____
POSITION _____	DATE EMPLOYED _____

Boys & Girls Clubs of Wichita Falls, Inc.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, the presence of a medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Name: _____ Cell Phone Number: _____
 Last First Middle

Present Address: _____ Telephone Number: _____
 Street City Zip Code

Other address where you may be reached: _____ Telephone Number: _____

Email address: _____

Youth Development Position(s) for which you are applying:
 Education _____ Social Recreation _____ Health & PE _____ Cultural Arts _____
 Program Substitute _____ Any Available Position _____
 Other BGCWF position(s) (specify) _____

Type of Employment: Full Time _____ Part Time _____ Summer _____

Are you eligible to work in the United States? _____

Date available to begin work: _____

Have you previously applied for work with BGCWF? _____ If yes, when? _____

Are you a former BGCWF employee? _____ If yes, what position? _____ When? _____

Are you a former BGCWF youth member? _____ If yes, what branch? _____

Check highest education level attained:
 _____ Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11
 _____ High school graduate _____ GED _____ Two or more years of college
 _____ Bachelor's degree _____ Master's degree _____ Other _____

Schools attended: Please list all applicable information.

Name of School	City and State	Major	Diploma/Degree
High School:			
College or University:			
Technical/Trade School:			

Total number of college hours completed/GPA: _____

Licenses/certifications held (CPR, Lifeguarding, First Aid, CDL etc.): _____

List any courses or workshops you have attended that relate to the job for which you are applying: _____

Do you have experience /knowledge as it relates to youth programming of the following? Please check.

____ computers ____ art ____ piano ____ swim lessons ____ tutoring ____ crafts ____ guitar ____ athletics
____ reading ____ woodworking ____ officiating ____ choir ____ education ____ camping ____ group clubs
____ dramatics ____ drug prevention ____ competitive swimming ____ teen services other: _____

Have you ever worked with children in a paid or volunteer capacity? _____ If yes, please provide **name of organization, contact, phone, location, date(s)**. _____

Do you have access to transportation to and from work? _____

Do you have a relative who is employed with BGCWF? _____ If yes, please give the name of the relative and relationship _____

Have you ever worked under a different name? _____ If yes, please explain _____

Is any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work and education record? _____ If yes, please explain _____

Have you ever been discharged or suspended from any employment for disciplinary reasons or have you been asked to resign? If yes, give name of company and reason. _____

Have you ever had your driver's license suspended or revoked? If yes, explain. _____

At the time of making this application, are you under felony indictment or charged with a misdemeanor criminal violation? If the answer is yes, please describe the charge(s). _____

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any misdemeanor, gross misdemeanor, or felony crimes against children or other persons? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime involving the use, sale, manufacture, possession, or transportation of any controlled substance or prescription drug? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any misdemeanor or felony crimes involving bodily harm to another person? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime involving sexual activity or indecency? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime, including misdemeanors? YES NO (Please Circle)

If yes to any of the above criminal convictions or pleas, (Includes Deferred Adjudication) PLEASE EXPLAIN (state, date, court, type of crime, place of occurrence, disposition): _____

PLEASE NOTE: A detailed criminal background check will be conducted on all final candidates PRIOR to hire. Any omission or falsification of past criminal history including Deferred Adjudication will be grounds for rejection of application or dismissal from subsequent employment.

PERSONAL REFERENCES: Give your references listing persons who have known you for a number of years and can provide information concerning your **character and background**. These may include your former teachers, principals, coaches, former employers, long-time friends, clergy, and community leaders.

PERSONAL REFERENCES (Please provide 4 references below)

NAME	OCCUPATION	ADDRESS (street, city, state, zip)	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY (read entire paragraph carefully):

BEGINNING WITH THE MOST RECENT, LIST ALL EMPLOYMENT FOR THE PAST TEN YEARS AND INCLUDE PERIODS OF UNEMPLOYMENT.

IF WORK HISTORY IS LESS THAN 10 YEARS, REPORT ACTIVITIES THAT INCLUDE SCHOOLS IN ORDER TO ACCOUNT FOR YOUR LAST TEN YEARS. If you need additional space, please continue on a separate sheet of paper.

1. Name and address of Company or Employer: _____
Name of supervisor(s): _____ Telephone: _____
Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____
Position: _____ Duties and responsibilities: _____
Reason for leaving: _____

2. Name and address of Company or Employer: _____
Name of supervisor(s): _____ Telephone: _____
Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____
Position: _____ Duties and responsibilities: _____
Reason for leaving: _____

3. Name and address of Company or Employer: _____
Name of supervisor(s): _____ Telephone: _____
Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____
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4. Name and address of Company or Employer: _____
Name of supervisor(s): _____ Telephone: _____
Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____
Position: _____ Duties and responsibilities: _____
Reason for leaving: _____

5. Name and address of Company or Employer: _____
Name of supervisor(s): _____ Telephone: _____
Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____
Position: _____ Duties and responsibilities: _____
Reason for leaving: _____

Tell us briefly about yourself: your ambitions, qualifications, and reasons for seeking employment with the BGCWF: _____

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Wichita Falls (BGCWF) 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 BGCWF's review of this application and my candidacy for employment, I release BGCWF 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 BGCWF 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.

_____ *Yes _____ *No (*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Wichita Falls (BGCWF) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCWF. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCWF.

I also authorize BGCWF to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCWF from any and all liability for its providing this information.

In consideration of my potential employment, I agree to conform to the rules of BGCWF. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCWF has a similar right. I understand my employment by BGCWF does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCWF. I also understand that BGCWF has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

I understand that no one other than the Executive Director of BGWF has authority to make any other agreement.

I understand that BGCWF will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

Requirements of applicant for consideration of employment:

1. **Submit one letter of recommendation with completed application.** Letter of recommendation may be from former employers, teachers, clergy, community leaders, and long-time friends. Please do not use relatives.
2. **Submit with application, a photocopy of diploma, transcript, or grade report that verifies highest level of education attained.**
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Return application to: Director of Operations, Boys & Girls Clubs of Wichita Falls, 1318 Sixth, Wichita Falls, TX 76301

(Revised January 2010)