



Celebrating 70 Years in Tampa Bay
1926 - 2016

Boys & Girls Clubs of Tampa Bay, Inc.

Application for Employment

(Please print legibly)

General Information

Date of Application _____

Name (Last, First, Middle)					
Present Address	City	State	Zip Code	How Long?	Telephone Number Home: Cell:
Previous Address	City	State	Zip Code	How Long?	Telephone Number
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position(s) Applied For [job code(s) required]			
Work Category <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Rehire <input type="checkbox"/> Summer		Salary Desired \$	Travel <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Available to Start
Days & Times Available (Part time only)					
Club Preference:	Belmont Heights <input type="checkbox"/>	Garcia Salesian <input type="checkbox"/>	Marshall <input type="checkbox"/>	Shields Middle <input type="checkbox"/>	West Tampa <input type="checkbox"/>
	Brandon <input type="checkbox"/>	Lacoochee <input type="checkbox"/>	New Port Richey <input type="checkbox"/>	Tomlin Middle <input type="checkbox"/>	Wimauma <input type="checkbox"/>
	Chasco <input type="checkbox"/>	Liberty <input type="checkbox"/>	Nick Capitano <input type="checkbox"/>	Town 'n Country <input type="checkbox"/>	
	Dover <input type="checkbox"/>	MacDill AFB <input type="checkbox"/>	Paul R. Smith Middle <input type="checkbox"/>	Webb Middle <input type="checkbox"/>	
	Freddie Solomon <input type="checkbox"/>	Mary Help <input type="checkbox"/>	Riverview <input type="checkbox"/>	West Plant City <input type="checkbox"/>	
E-mail Address:					

Education

School	School Name & Location	Number of Years Completed	Did You Graduate	Degree or Diploma	Course of Study
High School					
Bus/Trade/Technical					
Community College					
College or University					
Graduate					
Other					
Recent Professional Licenses and Registrations			Membership in Professional or Civic Groups		

Employment History

Please provide full-time and part-time employment record. Begin with present or most recent employer.

Company Name		From (Mo/Yr)	To (Mo/Yr)
Address		Telephone Number	
Type of Business		Supervisor's Name	
Job Title	Job Description		Salary
Did You Supervise Others? supervised <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name		From (Mo/Yr)	To (Mo/Yr)
Address		Telephone Number	
Type of Business		Supervisor's Name	
Job Title	Job Description		Salary
Did You Supervise Others? supervised <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name		From (Mo/Yr)	To (Mo/Yr)
Address		Telephone Number	
Type of Business		Supervisor's Name	
Job Title	Job Description		Salary
Did You Supervise Others? supervised <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever worked at another Boys & Girls Club before applying to this Club?

Yes No

Club Name	From (Mo/Yr)	To (Mo/Yr)
Address	Telephone Number	
	Supervisor's Name	
Job Title		

Personal References

Please provide information on at least 3 personal references; name, address and telephone numbers. These are people who are not related to you and who are not listed as supervisors under work experience; people who know you well on a personal basis and know your qualifications and fitness for the kind of position for which you are applying.

Name:	
Address:	
E-mail:	
Telephone Number:	Telephone Number: (work)

Name:	
Address:	
E-mail:	
Telephone Number:	Telephone Number: (work)

Name:	
Address:	
E-mail:	
Telephone Number:	Telephone Number: (work)

Community Service and Volunteer Work

Please describe your community service and volunteer work history and provide a summary of the service you performed

Agency or Organization	From (Mo/Yr)	To (Mo/Yr)
Address	Telephone Number	
Service Performed	Contact Person	

Agency or Organization	From (Mo/Yr)	To (Mo/Yr)
Address	Telephone Number	
Service Performed	Contact Person	

Background Information

Have you ever been convicted of a criminal offense, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime except for minor traffic violations? * Yes No *If yes, please list for each instance, on a separate sheet of paper, the date, nature, facts surrounding the offense, the court in which the offense was heard, and the outcome.*

Do you currently have charges pending against you? * Yes No *If yes, please list for each instance, on a separate sheet of paper, the date, nature, facts surrounding the offense, the court in which the offense was heard, and the outcome.*

*A **YES** answer to these questions **will not** automatically bar you from consideration for employment with the Boys & Girls Clubs of Tampa Bay, Inc. All relevant circumstances and facts concerning the criminal record/pending charges will be considered.

I understand that I and the Boys & Girls Club of Tampa Bay, Inc. may terminate the employment relationship at any time, without notice, and for any lawful reason. Employment with Boys & Girls Club of Tampa Bay, Inc., is an “at will” employment relationship.

I understand that any unanswered questions on this application may cause this application to be rejected.

I understand that any omission, misrepresentation, or false information submitted in connection with this application may result in dismissal without notice.

I agree that all former employers or any other person may furnish to the Boys & Girls Clubs of Tampa Bay, Inc. all information regarding their record of my service, character, and reason for leaving. I hereby release such former employers and other persons from all liability on account of providing such information. I understand that upon written request, information on the nature and scope of any background inquiry will be provided to me.

I understand that any employment agreement is contingent upon passing a pre-employment physical examination including a test to detect illegal substances.

I agree to abide by all the rules of the Boys & Girls Clubs of Tampa Bay, Inc. and will follow the orders and instructions of my supervisor/s.

I attest to the truthfulness and completeness of the information provided in this application. I further understand that this application will be retained for a period of six months by Boys & Girls Clubs of Tampa Bay, Inc. after which time it will be discarded and reapplication will be required for future employment consideration.

Signature of Applicant

Date

The Boys & Girls Clubs of Tampa Bay, Inc. is part of a local and nationwide effort to help assure the protection of children from abuse and exploitation. To safeguard the wellbeing of the youth served, The Boys & Girls Clubs of Tampa Bay, Inc. will investigate the accuracy of the data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies, and police and other government agencies. Fingerprinting and drug testing are a mandatory part of this application and employment process. The Boys & Girls Clubs of Tampa Bay, Inc. has the authority to request that an employee/volunteer complete a physical examination to ensure they are fit for duty. This includes examination to determine if they are under the influence of alcohol while on duty, any abuse of prescription or non-prescription drugs, and use of illegal substances.

Employment Verification Consent

Applicant's Full Name: _____

Applicant: Please use one form for each of your previous employers.

Previous Employer: The applicant named above has recently applied with the Boys & Girls Clubs of Tampa Bay and has signed this Employment Verification Consent authorizing you to provide information to us relating to their employment with you. We appreciate you providing us with this information at your earliest convenience.

Previous Employment (To be completed by the applicant)

Employer: _____ Telephone Number: _____

Address: _____

Title: _____ Start Date: _____ End Date: _____

Supervisor's Name & Title: _____

Reason for Leaving: _____

Employment Verification (To be completed by the Previous Employer)

Is the employment information with your organization listed above correct? **Yes / No**

If not, please make appropriate corrections.

Attendance record? _____

Is Applicant eligible for rehire? **Yes / No**

Verified by: _____ Title: _____ Date: _____

Verification Consent

I authorize BGCTB to receive information relating to my employment with the previous employer listed above and to verify the accuracy of all information received. I authorize the previous employer listed above to release information about my work history, character and qualification to BGCTB. This authorization will be valid for three (3) months from the date of my signature below.

Applicant's Signature: _____ Date: _____