



**BOYS & GIRLS CLUBS
OF SAN BERNARDINO**

BOYS & GIRLS CLUB OF SAN BERNARDINO

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

PLEASE PRINT AND COMPLETE ALL ITEMS

Name (Full- Last, First, MI)				
Position(s) Applied For:			Are you willing to work (please mark with an 'X'): _____ Full time _____ Part time _____ Temporary _____ Weekends _____ Evenings _____ Nights	
Please indicate your availability (i.e., 3pm - 7pm, anytime, unavailable, etc.): Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____				
Street Address	City	Zip Code	Cell Phone	Email
If offered employment, can you prove U.S. citizenship or the legal right to work in the United States? Please circle: Yes or No			Social Security No.	Date available for employment?
Have you ever been convicted of a crime? (Exclude misdemeanor convictions for marijuana -related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed or otherwise discharged and the case was dismissed). Please circle: Yes or No (If yes, briefly describe the nature of the crime(s), the date and place of conviction(s) and the legal disposition of the cases(s):				
Boys & Girls Club of San Bernardino will not deny employment to any applicant solely because the person has been convicted of a crime. Boys & Girls Club of San Bernardino however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.				

EDUCATION

High School or GED	Address	City	State	Degree	Subjects studied	
College/University	Address	City	State	Degree	Major	GPA
Business/Technical	Address	City	State	Degree	Major	GPA
Other	Address	City	State	Degree	Major	GPA

SKILLS

Please list any skills or interests that you feel might aid you in the position for which you have applied.
Please list any professional licenses, certificates, or permits.
Please list computer, data word processing, office equipment, skill or training relevant to this position.

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment history, including military experience. Please list experience in reverse chronological order beginning with your most recent employer.

Present/Last Position		Name of Company		From Mo/Yr	To Mo/Year
Street Address		City		State	Zip
Duties:			Reason for leaving:		
Starting Salary	Final Salary	Name of Supervisor		Telephone Number (including area code)	
May we contact your supervisor?			<input type="checkbox"/> Yes		<input type="checkbox"/> No

Next Previous Position		Name of Company		From Mo/Yr	To Mo/Year
Street Address		City		State	Zip
Duties:			Reason for leaving:		
Starting Salary	Final Salary	Name of Supervisor		Telephone Number (including area code)	

Next Previous Position		Name of Company		From Mo/Yr	To Mo/Year
Street Address		City		State	Zip
Duties:			Reason for leaving:		
Starting Salary	Final Salary	Name of Supervisor		Telephone Number (including area code)	

Next Previous Position		Name of Company		From Mo/Yr	To Mo/Year
Street Address		City		State	Zip
Duties:			Reason for leaving:		
Starting Salary	Final Salary	Name of Supervisor		Telephone Number (including area code)	

Next Previous Position		Name of Company		From Mo/Yr	To Mo/Year
Street Address		City		State	Zip
Duties:			Reason for leaving:		
Starting Salary	Final Salary	Name of Supervisor		Telephone Number (including area code)	

REFERENCES

Please list the names and addresses of three personal references (not relatives or former employers).

Name	Company/Address	Business/Profession	Telephone Number (including area code)

GENERAL

Please include any additional information (if needed):

READ CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and any other pertinent information they may have, personal or otherwise, and releases all parties from all liability for any damage that may result from furnishing same to you. In consideration that my employment and compensation can be terminated, with or without causes, and with or without notice, at any time, at the option of either Boys & Girls Club of San Bernardino or myself. I understand that no Boys & Girls Club of San Bernardino representative other than the Executive Director has the authority to enter into any agreement to employ me for any specified period of time, or to make any agreement contrary to the foregoing. Except as specifically set forth herein, no other representations have been made to me.

SIGNATURE OF APPLICANT _____ **DATE** _____