



**BOYS & GIRLS CLUBS**  
OF WESTERN TREASURE VALLEY

**Boys & Girls Clubs of Western Treasure Valley**  
**APPLICATION FOR EMPLOYMENT**

Please complete all requested information.

This application is good for **90 days only**. Consideration for employment after 90 days requires a new application.

Position(s) Applied For \_\_\_\_\_ Date \_\_\_\_\_

How Did You Learn About Us?

- Advertisement       Relative       Inquiry
- Social Media       Friend       Other \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Message Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**GENERAL INFORMATION**

Type of employment desired:  Full-time     Part-time

On what date would you be available to work? \_\_\_\_\_

Do you need an accommodation to participate in the application or interview process?     Yes     No

Are you over 18 years of age?  Yes     No    If **no**, please list your age. \_\_\_\_\_

Are you over 21 years of age?  Yes     No

Do you have any relatives employed by this organization?  Yes     No    If yes, name of relative. \_\_\_\_\_

Have you ever worked or volunteered at a Boys & Girls Club?  Yes     No    If yes, name of Club \_\_\_\_\_

\*Dates worked or volunteered from \_\_\_\_\_ to \_\_\_\_\_ Name of Direct Supervisor \_\_\_\_\_

**Boys & Girls Clubs of Western Treasure Valley is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Boys & Girls Clubs of Western Treasure Valley's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, staff activities, access to facilities and programs, and general treatment during employment.**

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CIRCLE LAST GRADE/YEAR COMPLETED	MAJOR & DEGREE
High School			10    11    12	
College			1    2    3    4	
College			1    2    3    4	
Business or Trade School			1    2    3    4	

## ADDITIONAL INFORMATION

Why are you interested in working for the Boys & Girls Clubs of Western Treasure Valley?

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**Skills and Qualifications.** Summarize any training, skills, and areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any health care, business, or industrial equipment operated.

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**Professional Licenses and/or Certifications.**

If licensed, registered or certified, list:

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please fill this section out completely and do not write, "see resume." Begin with your most recent employment.

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

As we conduct our reference checks (professional, personal, and related to employment history), is there anything else you'd like to share?

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## REFERENCES

**Professional References:** Give two personal references and one additional professional reference not listed above.

Name	Phone Number	Relationship
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## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with **BGCWTV** is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from **BGCWTV** service, whenever it is discovered.

I expressly authorize **BGCWTV** and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding **BGCWTV** or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that **BGCWTV** does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for employment does not guarantee that BGCWTV has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

**BGCWTV is an Equal Opportunity Employer.**



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