



BOYS & GIRLS CLUB
OF GREATER VENTURA

APPLICANT NOTICE

The Boys and Girls Club of Ventura appreciates and welcomes all who desire to provide services to our organization, whether through employment, internship, volunteering, independent contracting or through mandated community service.

Due to the nature of our business, we ensure that necessary information is acquired in order to ensure the safety of the children in our care. Our process for those desiring a relationship with our organization may include the following:

- **Previous employment contact**
- **Personal references contact**
- **Social security number validation**
- **Address validation**
- **Motor vehicle records check**
- **Drug screening**
- **National criminal file search**
- **State and county criminal file search**
- **Sexual offender search**

Note: all positions are considered conditional based on the results of background checks.

Employment Application



GREAT FUTURES START HERE.

Our company provides equal employment opportunities to all employees and qualified applicants for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation, or any intent to make such a limitation specification, or discrimination.

Date:	Please indicate the position for which you are applying:	Pay expected:
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PERSONAL INFORMATION

First Name	MI	Last	Social Security Number
Street Address			Home Phone ()
City	State	Zip Code	Message Phone ()
Do you have the right to work in the U. S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by our company? If "yes" list dates, position, department, and supervisor. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any relatives that work for our company? If "yes" list names: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of work for which you are applying: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> As Needed <input type="checkbox"/> Temporary		Can you work weekends and other shifts? Indicate times you cannot work: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the functions that cannot be performed.			
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>			

COMPLETE FOR JOBS REQUIRING DRIVING AND/OR USE OF A COMPANY VEHICLE

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No License Number:	Has your license been suspended or revoked in the past five years? If "yes" explain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a moving violation within the past five years? If "yes" explain:	

EA-08/04

EDUCATION AND SKILLS

High School Attended	City	State	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
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OTHER EDUCATIONAL INSTITUTIONS ATTENDED

FIELD OF SPECIALIZATION

DID YOU GRADUATE?

DEGREE OBTAINED?

Name		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Location		<input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> N/A
Name		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Location		<input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> N/A
Name		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Location		<input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> N/A

Indicate licenses, certifications, and foreign language proficiency, if job-related:

Office machines, calculators, computers, and software proficiency:

Special skills, knowledge, and competencies related to our business:

Please provide information about community activities, professional, trade or service organizations to which you belong, which you believe may demonstrate your job-related abilities (You may exclude those which indicate race, color, religion, sex, national origin, age, disability or status as a Vietnam-era or disabled veteran):

PROFESSIONAL REFERENCES

List persons familiar with your professional ability who may be contacted. Do not list relatives.			
Name	Occupation	Phone	
Street Address	City	State	Zip
Name	Occupation	Phone	
Street Address	City	State	Zip
Name	Occupation	Phone	
Street Address	City	State	Zip

EXPERIENCE

Begin with the most recent employer. This section must be completed even if you provide a resume.

Employer	Address			From (Mo./Yr.)	To (Mo./Yr.)
Name of Supervisor	Supervisor's Title	Phone	Ext.	Reason for Leaving	
Starting Position	Current or Last Position			May we contact this employer?	
Description of Duties:					

Employer	Address			From (Mo./Yr.)	To (Mo./Yr.)
Name of Supervisor	Supervisor's Title	Phone	Ext.	Reason for Leaving	
Starting Position	Current or Last Position			May we contact this employer?	
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Description of Duties:					

THE STATEMENTS BELOW ARE PART OF THE APPLICATION PROCESS AND SHOULD BE READ CAREFULLY.

I CERTIFY THAT THE ANSWERS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IN SUBMITTING THIS APPLICATION FOR EMPLOYMENT, I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN IT AND I UNDERSTAND AND AGREE THAT ANY MISREPRESENTATION BY ME IN THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THE APPLICATION AND/OR SEPARATION FROM THE COMPANY'S SERVICE, IF I HAVE BEEN EMPLOYED. I HEREBY AUTHORIZE ANY PERSON OR ORGANIZATION WHOSE NAME I HAVE GIVEN AS A REFERENCE OR BY WHOM I HAVE BEEN PREVIOUSLY EMPLOYED, TO FURNISH THIS COMPANY OR ITS REPRESENTATIVES, ANY INFORMATION CONCERNING ME, WITH RESPECT TO MY QUALIFICATIONS AS AN EMPLOYEE. I HEREBY RELEASE ALL SUCH PERSONS AND ORGANIZATIONS FROM ANY CLAIMS FOR DAMAGES ARISING AS A RESULT OF THE GOOD FAITH DISCLOSURE OF SUCH RECORDS OR INFORMATION.

THE FAIR CREDIT REPORTING ACT REQUIRES THAT APPLICANTS KNOW THAT A ROUTINE INQUIRY MAY BE MADE WHICH WILL PROVIDE JOB-RELATED INFORMATION CONCERNING CHARACTER AND REPUTATION. UPON WRITTEN REQUEST ADDITIONAL INFORMATION AS TO THE NATURE AND SCOPE OF THE REPORT, IF ONE IS MADE, WILL BE PROVIDED.

I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT TO A PHYSICAL EXAMINATION TO DETERMINE MY FITNESS FOR THE WORK TO BE PERFORMED.

OUR POLICY IS NOT TO EMPLOY INDIVIDUALS WHO USE ILLEGAL DRUGS OR PRESCRIPTION DRUGS WITHOUT MEDICAL PRESCRIPTION, IN ANY AMOUNT REGARDLESS OF FREQUENCY OR OCCASION. TO ENSURE THAT THIS POLICY IS ENFORCED, I MAY BE REQUIRED TO TAKE A DRUG SCREENING TEST AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE AND PRIOR TO BEGINNING WORK. THIS COMPANY WILL NOT DISCLOSE INFORMATION OBTAINED THROUGH THE DRUG SCREENING TEST EXCEPT (1) WHEN SUCH INFORMATION IS NEEDED BY PERSONS INVOLVED IN THE EMPLOYMENT DECISION, AND (2) WHEN SUCH DISCLOSURE IS REQUIRED BY LAW. IF NECESSARY, I AGREE TO PROVIDE A URINE SPECIMEN UNDER THE SUPERVISION OF THIS COMPANY'S MEDICAL REPRESENTATIVE, WITH THE UNDERSTANDING THAT THE SPECIMEN WILL BE USED TO TEST FOR THE PRESENCE OF ILLEGAL AND DANGEROUS DRUGS. I FURTHER AGREE THAT WHILE EMPLOYED BY THIS COMPANY, I WILL CONSENT TO DRUG AND ALCOHOL TESTING IN ACCORDANCE WITH COMPANY POLICY.

IF I AM EMPLOYED, I WILL FURNISH THE REQUIRED DOCUMENTATION OF ELIGIBILITY TO WORK IN THE UNITED STATES ON MY FIRST DAY OF EMPLOYMENT AND/OR TRAINING/ORIENTATION. I WILL PROVIDE DOCUMENTATION WHICH ESTABLISHES IDENTIFICATION AND EMPLOYMENT AUTHORIZATION AS PRESCRIBED BY FEDERAL LAW.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY AND FURTHER AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AT THE OPTION OF EITHER THE COMPANY OR MYSELF. I UNDERSTAND THAT NO REPRESENTATIVES OF THE COMPANY, OTHER THAN THE PRESIDENT/CEO, HAS ANY AUTHORITY TO ENTER INTO ANY SUCH AGREEMENT CONTRARY TO THE FOREGOING. FURTHERMORE, I UNDERSTAND AND AGREE THAT ANY SUCH AGREEMENT ENTERED INTO BY THE PRESIDENT/CEO WILL NOT BE ENFORCEABLE UNLESS IT IS IN WRITING.

I CERTIFY BY MY SIGNATURE THAT I HAVE READ AND AGREE TO ALL TERMS AS STATED ABOVE.

APPLICANT'S SIGNATURE

DATE



**BOYS & GIRLS CLUB
OF GREATER VENTURA**

BACKGROUND INVESTIGATION CONSENT

By my signature below, I hereby authorize *Boys & Girls Club of Ventura* and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my volunteer or employed position with the Boys and Girls Club of Ventura.

I release and hold harmless the *Boys & Girls Club of Ventura* and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above reference sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Authorization

During the application process and at anytime during the tenure of my employment with The Company, I hereby authorize ChoicePoint Services Inc., on behalf of The Company to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Print Full Name: _____ Other names used: _____

Current Address: _____ How Long? _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Driver License Number: _____ State of Issuance: _____

Position applying for: _____ Location: _____

Applicant Signature

Date

Signature of Parent if under 18

Date

NOTE: The above information is required for identification purposes only, and is in no manner to be used as qualifications for employment or volunteer positions. The Boys & Girls Club of Ventura is an Equal Opportunity Employer. **CA Residents please note:** Under CA law you have a right to receive a free copy of your report. If you'd like to request a copy, please check this box .

BACKGROUND VERIFICATION DISCLOSURE

This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public and private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follow:

1. By certified mail, if you make a written request to the address below (and provide proper identification) to have your file sent to a specified addressee.

ChoicePoint
1000 Alderman Drive
Alpharetta, GA 30005

2. By telephone, at 800-845-6004, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.