



BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY

An Equal Opportunity Employer

Human Resources Only:

Date Entered ____ / ____ / ____

Meets Qualifications Yes [] No []

Alternative Position _____

Forward to _____ Date ____ / ____ / ____

Interviewed by _____ Date ____ / ____ / ____

Make Offer Yes [] No []

Employment Application

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without regard to gender, sexual orientation, age religion, marital status, race, color, creed, national origin, disability or status as a disabled veteran or veteran of any military conflict era.

PERSONAL INFORMATION (PLEASE PRINT)

Name (First Middle Initial Last)		Date of Application ____ / ____ / ____
Address (Street, City, State, Zip Code)		Last 4 Digits of Social Security Number
Home Telephone () -	Alternate Telephone () -	Email Address
Position Applying for	Salary Required	Date Available
Are you seeking full-time or part-time work? [] Full-time [] Part-time If part-time, how many hours per week?	Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? [] Yes [] No	
Consistent attendance and punctuality are essential requirements of every job within this organization. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the organization? [] Yes [] No		

ELIGIBILITY INFORMATION (PLEASE PRINT)

Are you legally eligible for work in the United States? [] Yes [] No	Most positions require you to be age 18.
(check status) [] U.S. Citizen [] Permanent resident status [] Other (specify)	Are you 18 years or older? [] Yes [] No
How were you referred to the Boys & Girls Clubs of Greater Kansas City (BGCGKC)?	
Were you previously employed with BGCGKC? [] Yes [] No	If yes, give dates, position, location, etc.
Do you have relatives employed with BGCGKC? [] Yes [] No	If yes, give position, location, etc.
BGCGKC does not recommend employees related by birth, marriage, adoption or common law work in the same department, Club or in positions where one could have influence over the other's career or compensation.	
Have you ever been convicted of any criminal offense other than minor traffic violations? If yes, please explain (A conviction record does not necessarily bar you from employment. Factors such as age at the time of the offense, seriousness and nature of the violation and rehabilitation will be taken into consideration.) [] Yes [] No	
Criminal Offense	Date of Offense / Status ____ / ____ / ____ -
Criminal Offense	Date of Offense / Status ____ / ____ / ____ -

EMERGENCY CONTACTS (PLEASE PRINT)

Name (First Middle Initial Last)	Telephone Number () -
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Address (Street, City, State, Zip Code)	Relationship
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EDUCATION INFORMATION (PLEASE PRINT)	
High School	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No Last Grade Completed -
Address (Street, City, State, Zip Code)	Degree / Major
College / University	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No Last Grade Completed -
Address (Street, City, State, Zip Code)	Degree / Major
Grad School / Other	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No Last Grade Completed -
Address (Street, City, State, Zip Code)	Degree / Major
Applicable Skills / Certifications / Licensures (If yes, please list)	First Aid Certified <input type="checkbox"/> Yes <input type="checkbox"/> No Exp. Date
	CPR Certified <input type="checkbox"/> Yes <input type="checkbox"/> No Exp. Date

EMPLOYMENT INFORMATION (PLEASE PRINT)	
Company Name	Phone Number () -
Address (Street, City, State, Zip Code)	Supervisors Name / Title
Job Title, Duties and Responsibilities	Dates of Employment From To
Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Current / Ending Salary
Company Name	Phone Number () -
Address (Street, City, State, Zip Code)	Supervisors Name / Title
Job Title, Duties and Responsibilities	Dates of Employment From To
Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Current / Ending Salary
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Job Title, Duties and Responsibilities	Dates of Employment From To
Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Current / Ending Salary

PROFESSIONAL REFERENCES (PLEASE PRINT)		
Name (First Middle Initial Last)		Daytime Telephone Number () -
Address (Street, City, State, Zip Code)		Evening Telephone Number () -
Occupation	Years Acquainted	Relationship
Name (First Middle Initial Last)		Daytime Telephone Number () -
Address (Street, City, State, Zip Code)		Evening Telephone Number () -
Occupation	Years Acquainted	Relationship
Name (First Middle Initial Last)		Daytime Telephone Number () -
Address (Street, City, State, Zip Code)		Evening Telephone Number () -
Occupation	Years Acquainted	Relationship

AUTHORIZATION AND AGREEMENT	
<p>I authorize the Boys & Girls Clubs of Greater Kansas City (BGCGKC) to investigate all statements in this application and to secure any necessary information from all my employers, references, academic institutions and any appropriate governmental agencies. I hereby release all of the above mentioned parties and BGCGKC from any and all liability arising from their giving or receiving information about my suitability for employment with BGCGKC. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment references, driving record, criminal convictions record and child abuse/neglect record required for this position.</p> <p>I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCGKC has not employed me or immediate dismissal if BGCGKC has employed me. I also authorize BGCGKC to supply information about my employment record, in confidence to any prospective employer, governmental agency or other party having a legal and proper interest and I hereby release BGCGKC from any and liability for it providing this information</p> <p>I understand that nothing in this employment application, in BGCGKC's policy statement or personnel guidelines, or in my communications with any BGCGKC official is intended to create an employment contract between BGCGKC and me. I also understand that BGCGKC 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 if any employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCGKC retains the right to terminate my employment at any time for any reason or for no reason.</p>	
Print Name	Date / /
Signature	

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