



BOYS & GIRLS CLUB
OF BARTLESVILLE

401 S Seminole Bartlesville, OK 74003
Ph: 918-336-3636 Fax: 918-336-2582

Employment Application: Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Club.

Applicant Information

Full Name: _____ Today's Date: _____

Address w/City, State, Zip: _____

Phone(s): _____ Email: _____

Best time to contact you? _____ Driver's License # and Issuing State: _____

Position Applied for: _____

Type of employment desired: ___ Full Time ___ Part Time ___ Internship ___ Work Study ___ Other _____

List any skills, qualifications, accomplishments or personal characteristics that may help qualify you to perform job related functions of the position for which you are applying: _____

Answer Yes or No: Citizen of the United States? ___ Authorized to work in the US? ___ On Layoff/Subject to Recall? ___

Bonded? ___ Under 18 years of age? ___ At least 21 years of age? ___ Work Overtime if required? ___ Travel if required? ___

Can you meet the attendance requirements of the position? ___ Valid Driver's License? ___ Reliable Transportation? ___ Have you ever worked for this organization? ___ Have you ever worked for any other Boys & Girls Club? ___

Have you ever been charged with any sex crimes or abuse crimes involving children? ___ Convicted of any type of felony? ___

Explain: _____

Education

School/Address _____ From _____ To _____ Graduate? ___
Degree: _____

School/Address _____ From _____ To _____ Graduate? ___
Degree: _____

School/Address _____ From _____ To _____ Graduate? ___
Degree: _____

Military Service

Branch _____ From _____ To _____ Rank _____

Type of Discharge _____ If not honorable, explain _____

Employment History

Company/Address: _____ Phone: _____

Job Title: _____ Responsibilities: _____

Supervisor: _____ May we contact your supervisor for a reference? _____

Starting Pay \$ _____ Ending Pay \$ _____ Reason for leaving: _____

Company/Address: _____ Phone: _____

Job Title: _____ Responsibilities: _____

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Company/Address: _____ Phone: _____

Job Title: _____ Responsibilities: _____

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Starting Pay \$ _____ Ending Pay \$ _____ Reason for leaving: _____

Background Investigation Consent

I, _____, hereby authorize Boys & Girls Club of Bartlesville 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 employment or volunteer duties with the Boys & Girls Club.

I release Boys & Girls Club of Bartlesville 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 regard to the information obtained from any and all the above referenced sources used.

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

Full Name (printed): _____

Maiden/Other Names Used _____ Date of Birth _____

Present Address _____ How Long? _____

City/State/Zip: _____

Former Address (if less than 5 years at present address): _____

Social Security # _____ Driver's License #/State of Issue _____

Signature: _____

*NOTE: The above information is required for identification purposes only and is in no manner used as qualification for employment or volunteering. Boys & Girls Club of Bartlesville is an Equal Opportunity Employer and does not discriminate on the basis of Sex, Race, Religion, Age (40 and above), Handicap, or National Origin.

Office Use Only: Interview/Date _____ Offer/Date _____ By _____ Background Check/Date _____ Reference
Check _____ Trax Entry Date _____ Trax # _____ Orientation/Date _____ Start Date _____