

Interview Date: ____ / ____ / ____
Interviewed By: _____



BOYS & GIRLS CLUB
OF BARTLESVILLE

401 S. Seminole Road
Bartlesville, OK 74003
Phone: 918-336-3636
bgcville.org

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name: _____ First Name: _____ Date: ____ / ____ / ____
Address: _____ City, State: _____ Zip Code: _____
Primary Phone: (____) ____ - _____ Email: _____
What time of day is best to contact you? _____ Driver's License #: _____ Issuing State: _____

Position applied for: _____ Looking for : ____ Full Time ____ Part Time ____ Work-Study ____ Other

Please list any skills, qualifications, accomplishments or personal characteristics that might qualify you to perform the position applied for:

Please answer Yes or No:

- Are you a citizen of the United States? _____
- Are you authorized to work in the United States? _____
- Are you on layoff or subject to recall at another position? _____
- Have you ever been bonded? _____
- Are you under 18 years of age? _____
- Are you at least 21 years of age? _____
- Would you work overtime if required? _____
- Would you travel if required? _____
- Do you have a valid Driver's License? _____
- Do you have a reliable form of transportation? _____
- Can you meet the attendance requirements of the position? _____
- Have you ever worked for this organization? _____
- Have you ever worked for any other Boys & Girls Club? _____
- Have you ever been charged with sex crimes or abuse involving children? _____

If yes, please explain: _____

Have you ever been convicted of any type of felony? _____

If yes, please explain: _____

EDUCATION

Please list high school education:

School Name: _____

City, State: _____

Did you graduate? ____ Year: _____

School Name: _____

City, State: _____

Did you graduate? ____ Year: _____

Please list any post-secondary education, including technical/vocational training:

School Name: _____

City, State: _____

From: _____ To: _____

Did you graduate? Y N

Degree: _____

Graduation Year: _____

School Name: _____

City, State: _____

From: _____ To: _____

Did you graduate? Y N

Degree: _____

Graduation Year: _____

School Name: _____

City, State: _____

From: _____ To: _____

Did you graduate? Y N

Degree: _____

Graduation Year: _____

MILITARY SERVICE

Please list any military service:

Branch: _____

From: _____ To: _____

Rank _____

Type of Discharge: _____

If not honorable, please explain: _____

EMPLOYMENT HISTORY

Company: _____

City, State: _____

From: _____ To: _____

Job Title: _____

Supervisor: _____

Phone: (____) ____ - ____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

Please list some responsibilities and duties while employed here:

May we contact this employer for reference? _____

Company: _____

City, State: _____

From: _____ To: _____

Job Title: _____

Supervisor: _____

Phone: (____) ____ - ____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

Please list some responsibilities and duties while employed here:

May we contact this employer for reference? _____

Company: _____

City, State: _____

From: _____ To: _____

Job Title: _____

Supervisor: _____

Phone: (____) ____ - ____

Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for Leaving: _____

Please list some responsibilities and duties while employed here:

May we contact this employer for reference? _____



BOYS & GIRLS CLUB
OF BARTLESVILLE

For office use only:

Employee / Volunteer / Other

BG Date: ____ / ____ / ____

Club ID: _____

BACKGROUND INVESTIGATION CONSENT

I, (print name) _____, 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 duty 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 regards to the information obtained from any and all of 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.

First Name: _____ Middle Initial: _____ Last Name: _____

Maiden Name or Other Names Used: _____

Primary Phone: ____ - ____ - _____ Work Phone: ____ - ____ - _____ Email: _____

Current Address: _____ City: _____ State: _____ Zip: _____

How Long Have Been at This Residence? ____ Years ____ Months

Former Address: _____ City: _____ State: _____ Zip: _____

How Long Have Been at This Residence? ____ Years ____ Months

Social Security Number: _____ - _____ - _____ DOB: ____ / ____ / _____

Driver's License Number: _____ State of Issue: _____

Signature: _____

Date: ____ / ____ / _____

NOTE: The above information is required for identification purposes only, and is in no manner used as a 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 over), Handicap or National Origin.