

Applicant's Name (last name first): _____

Date: _____

Employment Application

Boys & Girls Clubs of Garden Grove, Inc.



To enable all young people,
especially those who need us most,
to reach their full potential as productive,
caring, responsible citizens.

Vision

Our vision is to assure that the children and youth who attend our programs become competent adults, caring parents and responsible citizens.

In support of this, we are committed to:

- Offering safe, enriching activities with professional, caring adults in a positive environment
- Making achievement in school a priority and a reality
- Focusing on the development of the whole child through family foundations and community partnerships.



Boys & Girls Clubs of Garden Grove, Inc.
10540 Chapman Avenue
Garden Grove, CA 92840

To Help You Know More About Us . . .

As the Boys & Girls Clubs of Garden Grove embarks on 2008, it continues to provide positive places for children to go during non-school hours, particularly when there is no adult at home, since 1956!

Boys & Girls Clubs of Garden Grove has grown through the past five decades to meet the special needs of the children and families in our community. Currently, we administer 55 program sites for children and youth, ages 18 months to 18 years; or, as we like to say: "Diapers to Diplomas!"

These include five school-age centers: Boys and Girls Club, Edgar Branch, Stanford Branch, Patton Branch, and Clinton Branch. These sites serve more than 1,500 boys and girls (5 -17 years old) every day, from 6:30 a.m. until 6:30 p.m., year-round. Evening and weekend activities are provided for teens.

We proudly collaborate with Garden Grove Unified School District at 49 additional school sites to provide After School Enrichment Programs. REACH for Literacy (Reading Education for Adults and Children) English language instruction for parents, offering language instruction and homework assistance to children 2 years old to 8th grade is also provided at ten school sites throughout the week. REACH hopes to increase literacy in the home, empowering parents as their child's first teacher and most important role models.

Our Family Campus provides licensed toddler and preschool childcare and school readiness for more than 100 children daily, as well as enrichment programs, school readiness programs, and parent workshops.

Families can also come to us when they are in crisis, through our Family and Youth Outreach services located at Garden Grove's Juvenile Justice Center and the Truancy Reduction Center at Hare High School. These programs are designed to accommodate critical needs of our community, offering a referral program, truancy reduction services, parent education classes, family support, juvenile offender education, drug education, and individual and family counseling.

Our partnership with Children's Hospital of Orange County, Healthy Smiles for Kids of Orange County, and The Children and Families Commission of Orange County brings needed pediatric medical, vision, and dental services to children. BGC GG offers the ARCHES (Access to Resources for Children's Health, Education and Support) Program at the Health Center focusing on family support. ARCHES enhances and complements the traditional children's health service delivery model by expanding services to ensure that the needs of the whole child are met.

We realize that our role is important in today's world, because families truly depend on us to take an active part in their children's lives. Now, more than ever, the children of our community and their families are in need of additional support to help kids succeed in life. Boys & Girls Clubs of Garden Grove is a leading advocate for quality programs to meet this critical need.

The Boys & Girls Clubs of Garden Grove is a proud member of Boys & Girls Clubs of America, which serves more than 4.8 million children at over 4,000 club locations in the United States and abroad.

The Positive Place For Kids
AN AGENCY OF ORANGE COUNTY'S UNITED WAY

10540 Chapman Avenue - Garden Grove, CA 92840
(714) 530-0430 - FAX (714) 530-0431
www.bgcgg.org

We consider applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation or sex of any person or any other legally protected status pursuant to CALIFORNIA'S FAIR EMPLOYMENT PRACTICES AND HOUSING ACT, CALIFORNIA LABOR CODE and other relevant federal, state and local laws.



Name: _____ Social Security Number: _____

First Middle Last

Street Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Have you ever applied to The Boys & Girls Clubs of Garden Grove? _____ No _____ Yes Give Dates: _____

Have you ever worked for The Boys & Girls Clubs of Garden Grove? _____ No _____ Yes Give Dates: _____

If Yes, Club name and reason for leaving: _____

POSITION YOU ARE APPLYING FOR _____

_____ Full time _____ Part Time _____ Temporary Desired Salary Range: _____

How did you hear about this job opportunity? BGCGG Website Online Newspaper Referral Other

Name of referral: _____

Do you have any relatives in our employ? _____ No _____ Yes

If yes, please list name and Club location: _____

AVAILABILITY

Date you are available to start work: _____ Total hours available per week: _____

Date / Time Available: Mon - _____ / Tue - _____ / Wed - _____ / Thurs - _____ / Fri - _____ / Sat - _____

Are you 18 years of age or older? _____ Yes _____ No

If hired, can you provide proof of identity and authorization to work in the U.S.? _____ Yes _____ No

As an adult, have you ever been convicted (or are currently out on bail or out on your own recognizance pending trial) of a felony, or misdemeanor other than a traffic violation? _____ No _____ Yes If yes, please explain: _____

(A criminal record does not constitute automatic bar to employment, but will be considered in terms of the work performed).

If a driver's license is required by the job, have you received any citations for moving violations (reckless driving, driving under the influence, etc.) in the last three years or had your license revoked or suspended? _____ No _____ Yes

If yes, please explain: _____ (A valid DMV/H-6 printout will be required).

EDUCATION

Education	Name / Address of school	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Community College				
College / University				
Graduate / Professional				
Other / Specify				

EMPLOYMENT EXPERIENCE AND REFERENCES

List all positions you have held in the past ten (10) years. Account for volunteer, part-time military, summer positions, and periods of unemployment, etc. It is critical that you provide complete information. List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS**. **DO NOT WRITE "SEE RESUME"**. Start with you present or most recent position and work backwards.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

ABOUT YOUR JOB EXPERIENCES

What previous job did you like best? _____ Why? _____

How would you rate your work quality generally? _____ Poor _____ Below Average _____ Average _____ Above Average _____ Excellent

How would you rate your attendance generally? _____ Poor _____ Below Average _____ Average _____ Above Average _____ Excellent

How would you rate you amount of work (i.e. productivity)? _____ Poor _____ Below Average _____ Average _____ Above Average _____ Excellent

Please explain: _____

Have you ever been fired or asked to resign? _____ No _____ Yes If yes, identify which employer(s) and the reason(s): _____

Are there any reasons any of the employers listed about may give you a poor recommendation? _____ No _____ Yes If yes, Why? _____

SPECIAL SKILLS AND TRAINING

Describe specialized training, apprenticeship, skills and extra-curricular activities, including military service.

List professional, trade, business or civic activities and offices held.

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status)

Additional Information - Other qualifications

Summarize special job related skills and qualifications from employment or other experiences.

Specialized Skills (Skills/Equipment Operated)

PC MAC
 Type WPM: _____
 Shorthand
 10 Key
 Fax
 Other:

Software programs you are familiar with:

WordPerfect
 Word
 Access
 Excel
 PrintShop
 Graphics
 Internet
 Other:

Indicate any foreign language you can speak, read and/or write

Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Language:	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write

State any additional information you feel may be helpful in considering your application.

NOTE TO APPLICANT

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied (A review of the activities involved in such a job occupation has been given)? _____ Yes _____ No

REFERENCES - Professional references only. Please do not list family & friends.

Name:	Phone:	Relationship:
Address:		

Name:	Phone:	Relationship:
Address:		

Name:	Phone:	Relationship:
Address:		

Applicant Statement

I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I agree to be fingerprinted and to furnish proof of age, identity and legal right to work in the United States, as may be directed. I hereby authorize this organization to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the organization any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and agree that my relationship with the Company is "at-will," which means that my employment is for no definite period and may be terminated by me or by the Company at any time and for any reason, with or without cause or prior notice. I also understand that the Company may transfer, reassign, demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or prior notice.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the Director of Human Resources.

Signature of Applicant

Date

Signature of Human Resources Director

Date

For Personnel Department Use Only

Arrange Interview: ____ Yes ____ No

Remarks: _____

Interviewer: _____ Date: _____

Employed: ____ Yes ____ No Date of Employment: _____

Job Title: _____ Hourly Rate/Salary: _____ Department: _____

By: _____
Name and Title

Date

APPLICANT IDENTIFICATION FORM

THIS FORM IS NOT A PART OF THE SELECTION PROCESS since the form will be detached from your application and used for statistical requirements only.

To comply with statistical information on applicant flow patterns requested by the Federal Equal Employment Opportunity Commission (41 CFR 60-2.12), we would appreciate your cooperation in providing the following information.

Position Applied for: _____ **Date:** _____

How did you learn of this position? _____

AGE: Under 18 18 - 39 40 and Over **Other:** Disabled

SEX: Male Female **Vietnam Veteran** (August 5, 1965 - May 7, 1975)

ETHNIC BACKGROUND:

- White (not of Hispanic origin): *All persons having origins of any of the original peoples of Europe, North Africa, or the Middle East.*
- Black (not of Hispanic origin): *All persons having origins in any of the black racial groups of Africa.*
- Hispanic: *All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.*
- Asian or Pacific Islanders: *All persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, the Philippine Islands and Samoa.*
- American Indian or Alaskan Native: *All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.*



BOYS & GIRLS CLUBS OF GARDEN GROVE

Club Sites

- C1** - Clinton Branch
 - 10-Clinton-Mendenhall
 - 14-Eisenhower
 - 39-Riverdale
 - 45-Skyark
 - 55-Peters
- C2** - Edgar Branch
 - 3-Barker
 - 15-Enders
 - 20-Garden Park
 - 63-Bell Intermediate
- C3** - Main Branch
 - 6-Brookhurst
 - 11-Cook
 - 12-Crosby
 - 16-Evans
 - 17-Excelsior
 - 18-Faylane
 - 21-Gilbert
 - 67-Jordan
 - 68-Lake
 - 29-Mitchell
 - 36-Parkview
 - 55-Peters
 - 69-Ralston
 - 42-Simmons
 - 47-Stanley
 - 48-Sunnyside
 - 49-Violette
 - 72-Walton
 - 51-Warren
 - 52-Woodbury
- C4** - Patton Branch
 - 37-Parton
 - 63-Bell Intermediate
- C5** -Stanford Unit
 - 21-Gilbert
 - 25-Lawrence
 - 46-Stanford
 - 53-Zeaven

