

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS  
OF MARTIN COUNTY  
APPLICATION FOR EMPLOYMENT**

11500 SE Lares Avenue  
P.O. Box 910  
Hobe Sound, Florida 33475  
(772) 545-1255

*The Boys and Girls Clubs of Martin County is an equal opportunity employer and does not discriminate, including on the basis of race, color, religion, gender, national origin, age, disability, marital or any other protected status.*

**PLEASE PRINT ALL INFORMATION CLEARLY**

<b>Last Name</b>		<b>First Name</b>		<b>FULL Middle Name</b>		<b>Date:</b>	
<b>Current Address:</b>	Number	Street	City	State	Zip Code	Time there	
<b>Previous Address:</b>	Number	Street	City	State	Zip Code	Time there	
<b>Home Telephone Number</b>		<b>Cell phone number</b>		<b>Email address</b>		<b>Social Security Number</b>	
<b>Driver's License Number/State of Issue/Expiration Date</b>		<b>Mode of Transportation</b>		<b>Position applying for</b>		<b>Salary desired (Be specific)</b>	
<b>Employment desired:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Full or Part Time <input type="checkbox"/> Seasonal		<b>Hours Available:</b>		<b>If seeking seasonal employment list dates available:</b>		<b>Referral Source:</b>	
<b>With which age group do you prefer to work:</b>			<input type="checkbox"/> N/A	<input type="checkbox"/> 6-8	<input type="checkbox"/> 9-11	<input type="checkbox"/> 12-13	<input type="checkbox"/> 14 & up
<b>Have you ever applied to or have been employed by the Boys &amp; Girls Club before:</b>				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>If yes, when and where:</b>							
<b>Position, applied for or worked:</b>							
<b>EDUCATION:</b>							
<b>Level</b>	<b>Name and Address of School</b>			<b>Major</b>		<b>Years completed</b>	<b>Degree or Diploma</b>
<b>High School:</b>							
<b>College:</b>							
<b>Post Graduate:</b>							
<b>Trade:</b>							
<b>Professional Licenses</b>							

**COMPUTER SKILLS:**

Word:  Excel:  PowerPoint:  Access:  Publisher:  Outlook:  DonorPerfect:  Other:

How many words per minute can you type? \_\_\_\_\_ Other office skills: \_\_\_\_\_

**SPECIAL SKILLS, TECHNICAL TRAINING OR OTHER:****WORK EXPERIENCE:**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give the name of the company. **Attach additional sheets if necessary.**

Name of Employer:	Dates Employed:	Title:	Salary or hourly rate:
	From:		Beginning:
	To:		End:
Business Address:	Phone Number:	Supervisor's Name:	
Reason for Leaving:	May we contact this employer?	If no, why?	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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<b>PERSONAL REFERENCES: Please list references that are not relatives.</b>			
Name:		Name:	
Position:		Position:	
Email:		Email:	
Name:		Name:	
Position:		Position:	
Email:		Email:	

<b>VOLUNTEER EXPERIENCE: May we contact these organizations? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>			
Organization Name and Address:		Organization Name and Address:	
Dates Volunteered:		Dates Volunteered:	
Duties:		Duties:	
Position		Position	
Phone Number:		Phone Number:	

**BACKGROUND INFORMATION:**

Have you ever been bonded by a company for acts of personal dishonesty?  Yes  
If yes, identify the company who bonded you and the effective dates of bond: \_\_\_\_\_  No

Have you ever been convicted of or plead *nolo contendere* to a crime?  Yes  
 No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge?  Yes  
If the answer to either question is yes, please explain (state the date, type of crime, place of occurrence and disposition.):  No

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**  
**Conviction of a crime will not necessarily disqualify you from employment. Each conviction will be judged on its own merit with respect to time and job requirements.**

Have you ever been charged with a crime related to the mistreatment, abuse or molestation of children?  Yes  
If the answer is yes, please explain (state the date, type of crime, details concerning the type of crime, place of occurrence disposition and penalty imposed.):  No

\_\_\_\_\_  
\_\_\_\_\_

Have you ever received an expungement (charges erased) or a pardon of a conviction?  Yes  
If the answer is yes, please explain the circumstances surrounding the expungement or pardon.  No

\_\_\_\_\_  
\_\_\_\_\_

Have you ever received an adjudication withheld (withholding of guilt or innocence by a judge) in a criminal proceeding?  Yes  
If the answer is yes, please explain the circumstances surrounding the withholding.  No

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  
If the answer is yes, please explain.  No

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or requested to resign from a volunteer position?  Yes  
If the answer is yes, please explain.  No

\_\_\_\_\_  
\_\_\_\_\_