

Lubbock Boys & Girls Club

TO THE APPLICANT

Minimum qualifications for part-time youth development positions:

1. Completion of 30 or more college/university hours beyond high school graduation or experience equivalent.
2. CPR and First Aid certification or ability to obtain in a timely fashion.
3. Criminal History:

Final applicants for employment, current employees, and volunteers **ARE NOT ELIGIBLE FOR** employment or volunteer assignments working with children if they have been **convicted, plead guilty or no contest** to the following:

1. **Any felony within the past 5 years** (this is not an all inclusive time period)
2. **Any misdemeanor** involving (this is not an all inclusive list):
 - A. **Abuse, neglect, cruelty, or harm to children**
 - B. **Sexual relations, activity and indecency**
 - C. **Cruelty to animals**
 - D. **Trafficking, sale, or manufacture of a controlled drug or substance**
 - E. **Use of a weapon in the commission of a crime**
3. A criminal history consisting of multiple **misdemeanors** that involve convictions, guilty and no contest pleas and contains **any single conviction, guilty or no contest plea involving threat or use of force, possession of illegal substances/drugs** (this is not an all inclusive list).

Requirements of applicant for consideration of employment:

1. Submit one letter of recommendation with completed application. Letter of recommendation may be from former employers, teachers, clergy, community leaders, or long-time friends. Please do not use relatives.
2. Submit with application, a photocopy of diploma, transcript, or grade report that verifies highest level of education attained.
3. Application must be completed in its entirety, legibly, with a signed release.

DATE RECEIVED _____	INTERVIEW DATE _____
POSITION _____	DATE EMPLOYED _____

Lubbock Boys & Girls Club, Inc.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, the presence of a medical condition, disability, or any other legally protected status.
An Equal Opportunity Employer.

(Revised October 2015)
EMPLOYMENT APPLICATION

Name: _____ Social Security Number: _____

 Last First Middle

Present Address: _____ Telephone Number: _____
 Street City Zip Code

Other address where you may be reached: _____ Telephone Number: _____

Email address: _____

Youth Development Position(s) for which you are applying:
Education _____ Social Recreation _____ Health & PE _____ Cultural Arts _____
Program Substitute _____ Any Available Position _____
Other LBGC position(s) (specify) _____

Type of Employment: Full Time _____ Part Time _____ Summer _____

Are you eligible to work in the United States? _____

Date available to begin work: _____

Have you previously applied for work with LBGC? _____ If yes, when? _____

Are you a former LBGC employee? _____ If yes, what position? _____ When? _____

Are you a former LBGC youth member? If yes, what branch? _____

Check highest education level attained:
_____ Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11
_____ High school graduate _____ GED _____ Two or more years of college
_____ Bachelor's degree _____ Master's degree _____ Other _____

Schools attended: Please list all applicable information.

Name of School	City and State	Major	Diploma/Degree
High School:			
College or University:			
Technical/Trade School:			

Total number of college hours completed/GPA: _____

Licenses/certifications held (CPR, Lifeguarding, First Aid, CDL etc.): _____

List any courses or workshops you have attended that relate to the job for which you are applying: _____

Do you have experience /knowledge as it relates to youth programming of the following? Please check.

computers art piano swim lessons tutoring crafts guitar athletics
 reading woodworking officiating choir education camping group clubs
 dramatics drug prevention competitive swimming teen services other: _____

Have you ever worked with children in a paid or volunteer capacity? _____ If yes, please provide **name of organization, contact, location, date(s)**. _____

Do you have access to transportation to and from work? _____

Do you have a relative who is employed with LBGC? _____ if yes, please give the name of the relative and relationship _____

Have you ever worked under a different name? _____ if yes, please explain _____

Is any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work and education record? _____ If yes, please explain _____

Have you ever been discharged or suspended from any employment for disciplinary reasons or have you been asked to resign? If yes, give name of company and reason. _____

Have you ever had your driver's license suspended or revoked? If yes, explain. _____

At the time of making this application, are you under felony indictment or charged with a misdemeanor criminal violation? If the answer is yes, please describe the charge(s). _____

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any misdemeanor, gross misdemeanor, or felony crimes against children or other persons? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime involving the use, sale, manufacture, possession, or transportation of any controlled substance or prescription drug? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any misdemeanor or felony crimes involving bodily harm to another person? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime involving sexual activity or indecency? YES NO (Please Circle)

Have you ever been convicted of, plead guilty to, and/or pled nolo contendere to any crime, including misdemeanors? YES NO (Please Circle)

If yes to any of the above criminal convictions or pleas, PLEASE EXPLAIN (state, date, court, type of crime, place of occurrence, disposition): _____

PLEASE NOTE: A detailed criminal background check will be conducted on all final candidates PRIOR to hire. Any omission or falsification of past criminal history will be grounds for rejection of application or dismissal from subsequent employment.

PERSONAL REFERENCES: Give your references listing persons who have known you for a number of years and can provide information concerning your **character and background**. These may include your former teachers, principals, coaches, former employers, long-time friends, clergy, and community leaders.

PERSONAL REFERENCES (continued)

NAME	OCCUPATION	ADDRESS (street, city, state, zip)	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY (read entire paragraph carefully):

BEGINNING WITH THE MOST RECENT, LIST ALL EMPLOYMENT FOR THE PAST TEN YEARS. REPORT ALL ACTIVITIES FOR THE LAST TEN YEARS. ACCOUNT FOR PERIODS OF UNEMPLOYMENT, MILITARY SERVICE, SCHOOLS, ETC. YOU MUST ACCOUNT FOR THE LAST TEN YEARS. If you need additional space, please continue on a separate sheet of paper.

1. Name and address of Company or Employer: _____

Name of supervisor(s): _____ Telephone: _____

Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____

Position: _____ Duties and responsibilities: _____

Reason for leaving: _____

2. Name and address of Company or Employer: _____

Name of supervisor(s): _____ Telephone: _____

Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____

Position: _____ Duties and responsibilities: _____

Reason for leaving: _____

3. Name and address of Company or Employer: _____

Name of supervisor(s): _____ Telephone: _____

Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____

Position: _____ Duties and responsibilities: _____

Reason for leaving: _____

4. Name and address of Company or Employer: _____

Name of supervisor(s): _____ Telephone: _____

Dates you were employed: From: _____ To: _____ Full-time: _____ Part-time: _____

Position: _____ Duties and responsibilities: _____

Reason for leaving: _____

Tell us briefly about yourself: your ambitions, qualifications, and reasons for seeking employment with the LBGC: _____

READ THE FOLLOWING CAREFULLY

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and I understand that any deliberate falsification, misrepresentations, or omissions of fact may be grounds for rejection of application or dismissal from subsequent employment. In order that the officials of the Lubbock Boys & Girls Club may be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me, agreeing, as this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature on account of furnishing such information. I hereby authorize the party receiving this form to give full and complete information as may be requested by the Lubbock Boys & Girls Club.

This application becomes property of the Lubbock Boys & Girls Club. This organization reserves the right to accept or reject it. All information which becomes a part of this record may be revealed to all persons who participate in the selection of employees.

Date: _____

Signature: _____

TO THE APPLICANT

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2. **Submit with application, a photocopy of diploma, transcript, or grade report that verifies highest level of education attained.**
3. **Application must be completed in its entirety, legibly, with a signed release.**

Your application will be kept in our current file for six months. Return this application and address all communications to:

Administrative Office: Lubbock Boys & Girls Club 3221 59th Street, Lubbock, TX. 79413