

EMPLOYMENT APPLICATION

Please print or type your full name. Other information may be in handwriting. Any misstatement, falsification, or omission of information are cause for rejection or dismissal. All applications become inactive after six months. Application will NOT be considered unless completed in full. The Boys & Girls Clubs of Victoria, Inc. reserves the right to withhold employment offers until all required documentation is received. Employment offers not valid unless approved by the Board of Directors or appropriate authority. The Boys & Girls Clubs of Victoria, Inc. does not discriminate on the basis of handicapped status in the admission to, or access to, or treatment or employment in, it's programs or activities. The Boys & Girls Clubs of Victoria, Inc. invites applicants to disclose any need for accommodation.

Date _____ Position Desired _____ Salary Expected _____

Do you desire full or part-time work? _____ If part-time, specify which hours _____

Name _____
 (last) (first) (middle)

Address _____
 (street no.) (city) (state) (zip code)

Telephone _____ Social Security Number _____

Did you graduate from high school? _____ Yes, School name/address _____

Vocational or Trade School (Name / Address)	Area of Study	Certificate Received	Date Received	
College or University (Name / Address)	Major	Minor	Hours Completed	Degree Received
			Major Minor Other	Title Date

Mail To:
 Boys & Girls Clubs of Victoria, Inc.
 Administrative Office
 P.o. Box 2565
 Victoria, Texas 77902-2565

Return To:
 Boys & Girls Clubs of Victoria, Inc.
 Administrative Office
 202 Hopkins
 Victoria, Texas 77901

List all employment (including military service) beginning with current employer and work back. If presently unemployed, leave CURRENT EMPLOYER section blank.

Current Employer _____ Starting Date _____
Address, _____ Phone# _____ Starting Salary _____
Your Position Title & Duties _____ Present Salary _____
_____ May We Contact This Employer _____
Reasons For Desiring Change _____

Last Employer _____ Starting Date, _____
Address, _____ Phone# _____ Starting Salary _____
Your Position Title & Duties, _____ Present Salary _____
_____ Ending Salary _____
Indicate Reason For Leaving: Resigned _____ Discharged _____ Lay-Off _____ Other _____
Explain Reason For Leaving, _____

Next Previous Employer _____ Starting Date, _____
Address, _____ Phone# _____ Starting Salary _____
Your Position Title & Duties, _____ Present Salary _____
_____ Ending Salary _____
Indicate Reason For Leaving: Resigned _____ Discharged _____ Lay-Off _____ Other _____
Explain Reason For Leaving, _____

Last Employer _____ Starting Date, _____

Address, _____ Phone# _____ Starting Salary _____

Your Position Title & Duties, _____ Present Salary _____

_____ Ending Salary _____

Indicate Reason For Leaving: Resigned _____ Discharged _____ Lay-Off _____ Other _____

Explain Reason For Leaving, _____

Please explain in detail any time lapses between jobs or after completion of your education:

List professional or technical licenses, registrations, certificates, or memberships you possess:

Driver's License Information:

Please complete if position requires that applicant drive for the Boys & Girls Clubs of Victoria, Inc.

Driver's License No. _____ Class C Operator _____ Class B. _____ Class A. _____

State Issued: Texas _____ Other _____ Date Expires, _____

List any manufacturing or construction equipment or machines you operate (omit office equipment)

Please check any skills or abilities listed below which may apply to you:

Typing Speed _____ w.p.m. _____ Adding Machine / Calculator _____ Dictaphone _____

Computer Software _____ Other _____