



### Job Information

Are you interested in the youth development field? Do you enjoy working with kids on a daily basis? Are you considering a career in social service? Are you a creative, energetic person who enjoys a challenge? If so, we may have an opportunity for you!

**Duties and responsibilities include:**

- Leading a variety of activities within a specific program, such as Homework Help, Tutoring, Arts & Crafts, Physical Education, and STEM.
- Provides guidance and role modeling to members.
- Focus on maintaining a safe, positive atmosphere for all youth.
- Participates as an active, positive team member with supervisor, other staff, volunteers and members at all times by communicating effectively.
- Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.

**Required Knowledge & Skills:**

- Ability to relate well with children in Boys & Girls Club group environment.
- Ability to be flexible, adaptable and mobile when supervising groups of children.
- Effectively communicate with staff and with children of all ages.
- Potential employees **must** have a flexible schedule. During the School Year you must **be available to work** at least 3 days a week with a minimum of 3 hours each day. Exceptions are made for Tutors and Drivers/Walkers. Summer hours are different.
- Our hours of operation during the School Year are from 1:30-6 p.m. Monday-Thursday and 12:00- 6 p.m. on Fridays. Summer Hours are 8:45-6 p.m. Monday-Friday. If you are apart of many extra curricular activities or have another job that requires you to be gone frequently this may not be the job for you.

***I fit these requirement and am still interested, what kind of positions do you have available?***

*Please note that all positions are part-time, max hours may increase during our Summer Program.*

*Many Staff hold multiple positions (i.e. Being a Rec Aide, Driver, and Tutor)*

Rec Aide	Instructor	Tutor	Driver/Walker
<p><b>Paid: Minimum Wage</b> <b>Duties include:</b> Supervising Members to ensure safety inside and outside of the Club or during field trips. Watching for emotional and mental issues that arise. Knowing Member’s names, greeting them, and mentoring assigned Members. Helping to transport Members to the Club and being an aide in a Club. Give basic first aid if needed. Clean as needed. Max 12 hours a week</p>	<p><b>Paid: Minimum Wage</b> <b>Duties include:</b> The position of Rec Aide + Teaching a “Club” (i.e. Art, STEM, Cooking). Review your lesson plans and be prepared to teach on your given day(s). Fill out paperwork about attendance and your Club. Make for sure all supplies and room used is cleaned up. You must be able to maintain a Club of 20 Members ranging in age from 5-18 years old. Max 18 hours a week</p>	<p><b>Paid: Minimum Wage</b> <b>Duties include:</b> The Tutoring Program is 3 days out of the week and is from 4-5 p.m. We tutor in math and english subjects only. Tutoring would include working one on one or in a group directly with Members. Helping and checking homework is also included. You must be strong in these subjects in order to tutor. Max 6 hours a week</p>	<p><b>Paid: Minimum Wage</b> <b>Duties include:</b> Each day, we pick up Members from over 9 schools in the Valley. Our Walkers and Drivers are the ones to pick up our Members. In order to qualify for this position, you will need to be available at 1:45 p.m. on Monday-Thursday and Noon on Fridays. Drivers must be 21 or older.  Max 6 hours a week</p>



**BOYS & GIRLS CLUB**  
OF THE GILA VALLEY

## Employment Application

Date of Application: \_\_\_\_\_

The Boys & Girls Club is a part of a nationwide and local youth effort to help ensure the protection of children from abuse and exploitation. Therefore, in order to safeguard the wellbeing of the youth we serve, the Boys & Girls Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. All applicants are given equal consideration regardless of race, color, religion, creed, age, sex, disability, marital status, national origin or veteran status. Each question should be answered in a complete and accurate manner.

### Personal Info:

Name: \_\_\_\_\_ Social Security

#: \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip

Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

Are you over 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, can you provide proof that you are legally able to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

In the last year, have you been found guilty of a traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a criminal offence (felony or misdemeanor)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently charged with any violation of the law? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the last three questions, please state the nature of the offense, date, city, state and disposition of the offence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: A conviction will not necessarily disqualify you from employment.*

Do you have adequate means of transportation, including a valid AZ Drivers License that would allow you to drive for our organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Drivers License – State: \_\_\_\_\_ Type/Class: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Employment Desired:

Are you seeking: Part Time \_\_\_\_\_ Summer \_\_\_\_\_

Positions applying for: (circle one or more) Rec Aide Instructor Tutor Walker Driver Other

If circled other, please explain:

\_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Which days/hours are you available to work? (please write hours available next to each day you can work)

**Monday:** \_\_\_\_\_ **Tuesday:** \_\_\_\_\_ **Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_ **Friday:** \_\_\_\_\_

Do you have any obligations or conditions that would limit your ability to work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you ever worked at a Boys & Girls Club before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state where you worked and what position you held:

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

Are you now or do you expect to be engaged in any other business or employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any days or hours you would be unable or unwilling to work? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify those days or hours you would be unable or unwilling to work:

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

**Education:**

*Name, Address, Location*

*Dates*

*Graduate?*

*Courses Studied:*

<b>High School:</b>	From: To:	Yes No	Diploma:
<b>College:</b>	From: To:	Yes No	Diploma:
<b>Trade School, Business, Military, etc.</b>	From: To:	Yes No	Diploma:

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where, when and what courses?

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

Will this make any changes to your available work days and hours? Yes \_\_\_\_\_ No \_\_\_\_\_

List any scholastic honors, offices held and extra curricular activities involved in during high school and college:

\_\_\_\_\_

List and describe any other School or Specialized Training:

\_\_\_\_\_

List and describe experience you have had in any other youth serving organization or with children:

\_\_\_\_\_

\_\_\_\_\_

What do you see as your strengths?

\_\_\_\_\_

Your weaknesses?

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Do you speak, write, or understand any language other than English? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which

language(s): \_\_\_\_\_

Have you ever served in the Military? Yes \_\_\_\_\_ No \_\_\_\_\_

Use the space below to briefly describe why you are the right candidate for our organization. List skills which you possess that qualify you for a position within the Boys & Girls Club movement.

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What role do you think the Boys & Girls Club should play in a child's life?

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### **Capability/Reliability**

Is there any reason you would be unable or unwilling to perform any of the tasks required by the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain

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Will you abide by the safety rules of this company? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been disciplined for violating company policies? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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Is there any reason why you would be unable/unwilling to report to work on time every day, on a regular and consistent basis? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain

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### **Work History**

Have you ever worked under another name? If so, please list the full name(s) \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fired or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

<b>Company Info</b>	<b>Name of Supervisor:</b>	<b>Dates worked:</b>	<b>Amount Paid:</b>	<b>Reason for Leaving:</b>
<b>Name:</b> <b>Address:</b> <b>City/State:</b> <b>Zip Code:</b> <b>Phone:</b>	<b>May we Contact?</b>	<b>From:</b>  <b>To:</b>	<b>Starting:</b>  <b>Ending:</b>	
<b>Name:</b> <b>Address:</b> <b>City/State:</b> <b>Zip Code:</b> <b>Phone:</b>	<b>May we Contact?</b>	<b>From:</b>  <b>To:</b>	<b>Starting:</b>  <b>Ending:</b>	
<b>Name:</b> <b>Address:</b> <b>City/State:</b> <b>Zip Code:</b> <b>Phone:</b>	<b>May we Contact?</b>	<b>From:</b>  <b>To:</b>	<b>Starting:</b>  <b>Ending:</b>	

**REFERENCES:**

Give three references, who are not related to you and have known you for at least five years.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENT:**

I authorize Boys & Girls Clubs of the Gila Valley (BGGCV) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and BGGCV from any and all liability arising from their giving or receiving information about my employment history, my academic

credentials or qualifications, and my suitability for employment with BGCGV. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCGV has not employed me or immediate dismissal if BGCGV has employed me. I also authorize BGCGV to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCGV from all liability for its providing this information. I understand that nothing in this employment application, in BGCGV policy statements or personnel guidelines, or in my communications with any BGCGV official is intended to create an employment contract between BGCGV and me. I also understand that BGCGV has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if any employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCGV retains the right to terminate my employment at any time for any reason. I understand that the BGCGV is a drug and alcohol free workplace and an offer of employment may be conditioned upon the successful completion of a test for drug and/or alcohol abuse and I will, upon request sign all necessary consent forms necessary so that BGCGV may complete its examination of my physical condition for the purpose of determining my ability to perform the essential functions of the job. Failure to sign this consent and the necessary consent forms will be deemed a withdrawal of my application for employment. I further understand that if employed, I may be subject to such a drug or alcohol screening if the BGCGV has reasonable suspicion to believe that I am under the influence of these substances. This application is not to be considered a contract of employment in any form, express or implied. Boys & Girls Clubs of the Gila Valley is an at-will employer, which means your employment may be terminated at any time and for any reason. No statement to the contrary by an employee, officer, or agent of BGCGV shall have any force or effect unless it is in writing and signed by the Chief Professional Officer.

**I hereby acknowledge that I have read and understand the preceding statements.**

\_\_\_\_\_

*Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/

*Date*

## **BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, hereby authorize Boys & Girls Club of the Gila Valley 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 and/or volunteer service now and, if applicable, during the tenure of my employment and/or volunteer service with Boys & Girls Club of the Gila Valley.

I hereby release Boys & Girls Club of the Gila Valley and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits 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, any other names by which I have been known, and all information is true and correct to the best of my knowledge:

\_\_\_\_\_

*Full Name (Printed)*

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*Maiden Name and/or Other Names Used*

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*Present Address*

*How Long?*

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*City/State/Zip*

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*Former Address*

*How Long?*

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*City/State/Zip*

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*\*Date of Birth*

*Social Security Number*

*Driver's License Number*

*State*

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*Signature*

*Date*

***\*NOTE: The above information is required for identification purposes only.***