



## Applicant Information

Full Name: \_\_\_\_\_ Date of Birth:     /     /      
Last First Middle

Present Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

Permanent Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

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

Social Security No.: \_\_\_\_\_ Gender:  Male  Female  Transgender  Non-Binary  
Full name, date of birth and social security number are required for the background check.

Position Applied for: \_\_\_\_\_

## Voluntary Disclosure

Have you ever been arrested and/or charged with a crime?    YES     NO     Have you ever been convicted of a crime?    YES     NO

Are there any outstanding warrants against you?    YES     NO     Are you able to carry out duties of position as outlined in job description? If No, identify potential needed accommodation(s).    YES     NO

**At which location are you seeking employment?**

**Northtown Clubhouse**  
544 E. Providence Ave  
Spokane, WA 99207  
(509)489-0741

**LSG Clubhouse**  
13120 N. Pittsburg St.  
Spokane, WA 99208  
(509)368-9175

**Administration**  
544 E. Providence Ave  
Spokane, WA 99207  
(509)489-0741

**Trent Elementary**  
3303 N Pines Rd. Spokane  
Valley, WA 99206

**The Club at Keystone**  
612 S. McDonald Rd.  
Spokane Valley, WA 99216  
(509)489-0741

**Club Staff Applicants: Please return completed application to the Clubhouse you are seeking employment at**

## Club Staff Applicants

<b>AVAILABILITY</b> <i>Please fill in the days and times of availability to work.</i>				<i>NOTE: General Hours of Operation:</i>					
Available Start Date:				School Days: 3:00 – 7:00p.m. Half Days: 1:00 – 6:00p.m. Summer/School Day Off: 7:00a.m. – 6:00p.m.					
DAYS:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
TIMES:									

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

## Program Interest

*What areas of program interest you most:*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Education and Workforce Development | <input type="checkbox"/> Music/Performing Arts | <input type="checkbox"/> Mentoring              |
| <input type="checkbox"/> Visual Arts                         | <input type="checkbox"/> Technology            | <input type="checkbox"/> Nutrition              |
| <input type="checkbox"/> Sports, Fitness and Recreation      | <input type="checkbox"/> Teen Programs         | <input type="checkbox"/> Health and Life Skills |

## Experience

*List any special skills, areas of knowledge, and/or experience (including non-English languages):*

*List any previous experiences working with youth (include name of organization):*

## References

*Please list three professional (non-related) references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

## Certifications

Certification	State:	Expiration Date:
Driver's License	<input type="checkbox"/> No <input type="checkbox"/> Yes State:	
First Aid/CPR	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Food Handlers Permit	<input type="checkbox"/> No <input type="checkbox"/> Yes State/County:	
Other	<input type="checkbox"/> No <input type="checkbox"/> Yes	

How did you learn about the Boys & Girls Clubs of Spokane County?

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Are you eligible for State or Federal Work Study?  No  Yes (If yes, what is the name of your college/university?)

<b>NAME</b>	
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Are you a former member of a Boys & Girls Club?  No  Yes (If yes, what was the name and location of the Club?)

<b>NAME</b>	
<b>LOCATION</b>	

**This form grants the Boys & Girls Clubs of Spokane County permission to submit the information above to the local police departments and other appropriate agencies for a background check. The background check results will be released to the Boys & Girls Clubs of Spokane County to curb our parents' concerns about adult supervision of the children in our programs and satisfy liability insurance requirements. All prospective employees are asked to complete this form, regardless of sex, race, color, creed or social status.**

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Providing the following information is strictly voluntary and confidential. It allows us to better assess our community outreach and will not be used in any manner to make decisions or judgments regarding a prospective employee.

Race/Ethnicity	
<input type="radio"/> American Indian or Alaska Native	<input type="radio"/> Asian
<input type="radio"/> Native Hawaiian or Pacific Islander	<input type="radio"/> White, or non-Hispanic
<input type="radio"/> Black or African American	<input type="radio"/> Two or more races
<input type="radio"/> Hispanic or Latino	<input type="radio"/> Don't Know
<input type="radio"/> Middle Eastern or North African	<input type="radio"/> Other: