

Physical Address:  
1710 E Tom Green St  
Brenham, TX 77833



**BOYS & GIRLS CLUB  
OF WASHINGTON COUNTY**

Mailing Address:  
PO Box 1952  
Brenham, TX 77834

### STAFF APPLICATION

#### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

DOB: \_\_\_\_\_ Age if under 18: \_\_\_\_ Social Security #: \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

#### Job Position applying for:

- Youth Development Professional (various)
- Teen Development Professional
- Contract Labor (various)
- Logistics & Facilities Manager
- Administration (various)

#### Days/Hours available to work:

- Full Time Only
  - Part time Only
  - Full or Part time
- No Preference \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_
- Can you work nights? \_\_\_\_\_

#### EDUCATION

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION<br>(City & State) | NUMBER<br>OF YEARS<br>COMPLETED | MAJOR<br>&<br>DEGREE |
|----------------|----------------|----------------------------|---------------------------------|----------------------|
| High School    |                |                            |                                 |                      |
| College        |                |                            |                                 |                      |

Have you ever been convicted of a crime? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

List your personal skills and/or talents that you feel will be useful for this position:

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

List personal hobbies and interests: \_\_\_\_\_

\_\_\_\_\_

**GREAT FUTURES START HERE.**

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**WORK EXPERIENCE**

Either attach a resume, or list your work experience for the **past two years** beginning with your most recent job held. If you were self-employed, give firm name. Attach additional pages if necessary.

|  |                         |                  |                      |
|--|-------------------------|------------------|----------------------|
| Name of Employer   | Name of Last Supervisor | Employment Dates | Hourly Pay or Salary |
| Address  |                         | From:            | Start:               |
| City, State, Zip   |                         | To:              | Final:               |
| Phone Number:<br>(    )  | Your Last Job Title     |                  |                      |
| Reason for leaving (be specific)   |                         |                  |                      |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                      |

|  |                         |                  |                      |
|--|-------------------------|------------------|----------------------|
| Name of Employer   | Name of Last Supervisor | Employment Dates | Hourly Pay or Salary |
| Address  |                         | From:            | Start:               |
| City, State, Zip   |                         | To:              | Final:               |
| Phone Number:<br>(    )  | Your Last Job Title     |                  |                      |
| Reason for leaving (be specific)   |                         |                  |                      |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |                         |                  |                      |

**REFERENCES**

Provide names and phone numbers for three references.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**YOUTH or TEEN DEVELOPMENT PROFESSIONAL/UNIT COORDINATOR APPLICANTS ONLY**

**GREAT FUTURES START HERE.**



**For the following items, write a brief and complete response to the given situations.**

1. You are responsible for working with 10 youth, boys and girls ages 9 to 11, for one hour. You do not know the youth nor are you sure if they know each other. Describe how you would “break the ice.”

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2. You are supervising a competitive activity for a group of 15 youth ages 6 to 9. A few are not very good at the activity. One youth is clowning around. Two other youth don’t like each other. Describe how you’d guide the activity so that it is fun for all youth as well as a successful activity.

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3. Describe what you think would be a fun activity to host in the program area you wish to work.

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4. As a Club staff member you are responsible for the safety and well being of many youth. List things that you might need to be concerned about or aware of in the program area you wish to work.

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**APPLICATION FORM WAIVER**

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**PLEASE READ CAREFULLY**

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In exchange for the consideration of my job application by Boys & Girls Club of Washington County (hereinafter called "the Club"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Boys & Girls Club of Washington County, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Club. Both the undersigned and the Club may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Club may unilaterally change or revise their benefits, policies and procedures, and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Club permission to contact school, previous employers (unless otherwise indicated), references, and others, and hereby release the Club from any liability as a result of such contact.

I also understand that (1) the Club has a policy that provides for pre-employment criminal background checks as well as checks after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of background checks under such policy.

I further understand that my employment with the Club shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Club is terminable at will for any reason by either party.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Boys & Girls Club of Washington County is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Club depends solely on your qualifications.

**Thank you for completing this application form and for your interest in our business.**

**GREAT FUTURES START HERE.**