



**BOYS & GIRLS CLUBS**  
OF ANNAPOLIS & ANNE ARUNDEL COUNTY

## **JUNIOR STAFF CAREER DEVELOPMENT PROGRAM**

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### **ELIGIBILITY REQUIREMENTS**

- **MUST BE** Currently enrolled in High School, College, or a Trade Program
- **AGE REQUIREMENTS:** Ages 16-23
- Good academic standing with a minimum **2.5** Grade Point Average (Cumulative-Weighted; found on your transcript)

### **BEFORE SUBMITTING YOUR APPLICATION, PLEASE USE THE CHECK OFF LIST BELOW TO ENSURE YOUR PACKET IS COMPLETE**

\_\_\_ Completed APPLICATION; signed and dated

\_\_\_ Copy of academic **TRANSCRIPT**

\_\_\_ Copy of **State** issued or **School** issued **IDENTIFICATION CARD** or **DRIVER'S LICENSE**

*Please note that failure to submit a completed application will result in a delay and possibly a discard of the application for consideration of employment within the Junior Staff Career Development Program of the Boys & Girls Clubs of Annapolis & Anne Arundel County.*

**PLEASE RETURN ALL COMPLETED APPLICATIONS TO:**  
**Candice Gray**  
**Director of Workforce Development & Special Initiatives**  
**Boys & Girls Club of Annapolis & Anne Arundel County**  
**121 South Villa Avenue**  
**Annapolis, Maryland 21401**  
**410.263.2542 ext. 202**  
[cgray@bgcaa.com](mailto:cgray@bgcaa.com)



**BOYS & GIRLS CLUBS**  
OF ANNAPOLIS &  
ANNE ARUNDEL COUNTY

121 South Villa Avenue  
Annapolis, MD 21401

410.263.2542  
410.263.5410 fax

**EMPLOYMENT APPLICATION**

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a cover letter and resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box.

Position Applying For:	Name (Last, First, Middle Initial):	Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary	
Street Address:		City, State, Zip Code:	
Social Security Number	Home Phone:	Cell Phone:	Email Address:

**EDUCATION**

Name of School	City/State	Did You Graduate?	IF Yes, Date Of Graduation	Degree Received	Major
High School:					
GED:					
Other School:					
College:					
College:					

**WORK EXPERIENCE:** Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

**PLEASE NOTE:** *The Boys & Girls Clubs of Annapolis & Anne Arundel County reserves the right to contact all current and former employers for reference information.*

Dates Employed (most recent position) From:                      To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time If part-time, # hrs/wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone Number:	Other Reference Name, Title and Phone Number:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time If part-time, # hrs/wk: _____	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone Number: _____	Other Reference Name, Title and Phone Number: _____	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties: _____		Reason for Leaving: _____

**List three work-related references (DO NOT INCLUDE RELATIVES)**

Full Name	Complete Address	Telephone Number	Occupation and Employer	Years Known

Are you Eligible to Work in The United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 Years of Age or Older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, What Is Your Current Age?
Have You Ever Been Employed By BGCAA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Dates of Employment & Reason for Leaving
Are You Related to Any Current BGCAA Employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Their Names & Their Relationship To You?
If Required for Position, Do You Have A Valid Driver's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of Issuance, License #, and Expiration Date:
Are You a Previous Club Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, What Club?
Branch of Military Service	Dates of Service From: _____ To: _____	Highest Rank Held

Have you ever been convicted of a crime?      Yes      No  
 Have you ever had a traffic citation that was over \$200?       Yes       No

**IF YES, EXPLAIN BELOW. A YES RESPONSE DOES NOT AUTOMATICALLY DISQUALIFY YOUR APPLICATION**

Date	Location	Charge	Disposition

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

The Boys & Girls Clubs of Annapolis & Anne Arundel County (BGCAA) is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made based on qualifications and without regard to race, sex, religion, national or ethnic region, disability, age, veteran status, or sexual orientation.

Because of the critical nature of work performed at the Boys & Girls Clubs of Annapolis & Anne Arundel County and the company's concern for our members and the health and safety of our employees, it is the policy of BGCAA to not hire persons who use illegal drugs. For this reason, Club's pre-employment, post-officer, medical examination includes a test for the presence of illegal substances, the successful completion of which is a condition of employment. BGCAA's pre-employment procedures also includes a background check.

I hereby certify that the statement and answers given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever. I authorize my former employers to release to the company any information they have regarding my employment history with them. If, upon investigation, anything contained in this application is found untrue, I understand that I will be subjected to dismissal *at any time* during the term of employment by BGCAA.

Applicant Signature: \_\_\_\_\_

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