



BOYS & GIRLS CLUB

PLEASE PRINT IN INK OR TYPE THIS FORM

EMPLOYMENT APPLICATION

1395 Summer St. NE
Salem, OR 97301
503.581.7383 Fax 503.375.6129

GENERAL INFORMATION

- For some jobs you will need to fill out a Supplement Form in addition to the application. All information asked for on the job announcement must be attached to your completed application.
- Applications that are incomplete, not signed or dated, will be sent back to you. This application can be used to respond to one recruiting announcement only.
- If a closing date is on the job announcement, your application must be received by that closing date.
- If a special skill(s) is needed for a job, you may be asked to pass a skills test. Such tests will be given by the hiring agency, usually at the time of a job interview.

SOCIAL SECURITY NUMBER:			JOB APPLIED FOR (Information may be found on job announcement)		
NAME AND ADDRESS	Last	First	M.I.	Job Title:	
	Mailing Address			DATE YOU COULD REPORT TO WORK:	
	City	State	Zip	Do you have any mental, physical or medical impairments that would interfere with a successful job performance for the position in which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TELEPHONE NUMBERS	RESIDENCE	BUSINESS (if different)	MESSAGE (if different)		

FEDERAL REGULATION: ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

The Federal Immigration Reform and Control Act requires individuals to provide, to an employer, documented proof that they are authorized to work in the United States. This proof must be provided to, and verified by, the agency at the time of hire.

PLEASE BE ADVISED THAT A CRIMINAL BACKGROUND CHECK MAY BE REQUIRED PRIOR TO EMPLOYMENT

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED *NOLO CONTENDRE* TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

- YES _____
- NO _____

Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.

DRIVER'S LICENSE Number State	PRESENT OR LAST EMPLOYER	CITY AND STATE	MAY WE CONTACT THIS EMPLOYER FOR A JOB REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
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SKILLS: List current professional or vocational licenses, certificates, registrations, and other job-related skills you have.	<input type="checkbox"/> (MPC) Micro/Personal Computer. Check only if you are skilled in micro or personal computer word processing. Specify software packages.
MY ACTUAL NET TYPING SPEED AT THIS TIME IS	

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or a GED Certificate? Yes No

List enough education to meet the requirements specified in the recruiting announcement.

COLLEGES, MILITARY, TRADES, BUSINESS OR OTHER SCHOOLS ATTENDED

Box #	Name & Location	Major Course of Study	Dates Attended	Credits Earned			Full or Part Time	Graduated Yes/No	Degree Earned and Year
				Qtr. Hrs.	Sem. Hrs.	Other			
1									
2									

WORK EXPERIENCE

List your current or last employer first, then describe enough additional work experience to meet the requirements shown in the recruiting announcement. Include unpaid and volunteer work. Resumes will not substitute for completing the WORK EXPERIENCE section. If you need more space to describe duties, you may attach additional sheets. Be sure to number additional duties to correspond with the appropriate box number in the WORK EXPERIENCE section. If you are describing additional jobs, provide information in the same format as below and number each job.

1	CURRENT OR LAST EMPLOYER	KIND OF BUSINESS	TOTAL TIME
	ADDRESS	YOUR TITLE	(Years) (Months) FROM
	SUPERVISOR'S NAME AND TELEPHONE		(Month) (Year) TO
	If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		(Month) (Year)
	Indicate number of employees and job types supervised:		
	DUTIES: (Be specific)		AVERAGE HOURS WORKED PER WEEK:
2	CURRENT OR LAST EMPLOYER	KIND OF BUSINESS	TOTAL TIME
	ADDRESS	YOUR TITLE	(Years) (Months) FROM
	SUPERVISOR'S NAME AND TELEPHONE		(Month) (Year) TO
	If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		(Month) (Year)
	Indicate number of employees and job types supervised:		
	DUTIES: (Be specific)		AVERAGE HOURS WORKED PER WEEK:
3	CURRENT OR LAST EMPLOYER	KIND OF BUSINESS	TOTAL TIME
	ADDRESS	YOUR TITLE	(Years) (Months) FROM
	SUPERVISOR'S NAME AND TELEPHONE		(Month) (Year) TO
	If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		(Month) (Year)
	Indicate number of employees and job types supervised:		
	DUTIES: (Be specific)		AVERAGE HOURS WORKED PER WEEK:

SIGNATURE X _____ **DATE** _____

By my signature above, I certify that I have read the application instruction sheet and that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment terminated.

**AUTHORIZATION TO OBTAIN A CONSUMER CREDIT REPORT
AND RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES**

Pursuant to the federal Fair Credit Reporting Act, I, _____, hereby authorize Boys & Girls Club and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. The report(s) will include the following types of information:

[] Verification of Social Security number;	[] Motor vehicle records, including driving record, traffic citations and registration(s);
[] Current and previous residences;	[] Job verification and history;
[] Education verification and history;	[] Past employment issues, including, without limitation, harassment and discrimination reports, workplace violence, theft and workers' compensation fraud;
[] Credit history and reports, including without limitation, information regarding credit worthiness, credit standing and credit capacity;	[] Criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions;
[] Civil records;	[] Writs and warrants;
[] Information regarding my character, general reputation, personal characteristics, and/or mode of living;	[] Personal interviews with other individuals.

I authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete said screening and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Boys & Girls Club or its designated agents with any and all information in their possession regarding me. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release Boys & Girls Club and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release.

I acknowledge that I have been provided with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

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I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of consumer rights will be provided to me.

1. Name (Full): _____
2. Maiden Last Name: _____
3. Print All Former Names Used: _____
4. Birth Day: ____/____/____
5. Social Security Number: ____-____-____
6. Driver's License Number: _____ State Issued: _____
7. Name on Driver's License: _____
8. Have you ever been convicted of or pled guilty or "no contest" to a criminal charge? Yes _____ No _____
9. Are you currently awaiting trial, sentencing or disposition of a criminal charge? Yes _____ No _____
10. Have you even been a defendant in a civil action for intentional tort(s)? (Intentional torts include, but are not limited to, battery, assault, false imprisonment, defamation, fraud, conversion)? Yes _____ No _____

If you answered Yes to Numbers 8, 9 or 10, provide the Case Numbers, Date of Action, Disposition, Place of Occurrence and Current Status Below: _____

Please explain. If more space is needed, add supplemental sheets. _____

By signing below, you are certifying that the above information is true and correct and authorizing the release of information described above.

Signed Name: _____

Printed Name: _____

Date: _____

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF SALEM
MARION AND POLK COUNTIES

Special Events Coordinator
\$35,000-\$42,000 Salary

General Function

The Special Events Coordinator is directly responsible to the Director of Development and will work closely with the Board of Directors and event committees to assist in expanding an already successful overall Boys & Girls Club of Salem, Marion and Polk Counties fund raising effort to reach out to more youth in the need of service.

Supervisor: Director of Development

Qualifications:

- Excellent communication skills, including writing, proof reading skills, and speaking.
- Sound knowledge and proven skills in written, oral and graphic communications, including experience working with various media sources.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Bachelor's degree preferred; significant work experience can substitute for the degree.
- At least 1 year experience coordinating special events or similar field
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Coordinate Special Events & Special Projects:

Experienced, take charge professional with ability to manage administration and logistics in support of the Director of Development in a busy special events environment.

Assist with coordination of the following events:

- Cycle Challenge
- Golf for Kids (Ironman Marathon & Corporate Shoot Out)
- Bite of Salem
- Civil War Auction
- Other special fundraising events that might arise

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

The event coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

Event Planning and Production

- Work with a volunteer committee to plan and implement a successful event.
- Coordinate negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the Boys & Girls Club.
- Aggressively gather information on each project to achieve quality event productions.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean up for events as necessary.
- Close out all events as required.

Event Administration:

- Prepare budgets and provide periodic progress reports to Director of Development and Executive Director for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate committee meetings and oversee committee responsibilities.
- Work closely and collaboratively with volunteer committee chairs.

OPEN DATE: 4/6/2011

CLOSING DATE: Until Filled

Submit Resume and Application to:

Boys & Girls Club of Salem, Marion and Polk Counties
1395 Summer Street NE
Salem, OR 97301

Email: applications@bgc-salem.org

Attention: Sue Bloom, Director of Operations

The Boys & Girls Club of Salem, Marion and Polk Counties is an Equal Opportunity Employer