

**JUNIOR STAFF CAREER DEVELOPMENT PROGRAM**

**ELIGIBILITY REQUIRMENTS**

* **MUST** be an Anne Arundel County Resident
* Currently enrolled as ***at least*** a High School Freshman (16 years of age- 23 years/College Senior)
* 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** issuedor **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:**

**Jessica Tongue**

**Director of Programs & Junior Staff**

**Boys & Girls Club of Annapolis& Anne Arundel County**

**121 South Villa Avenue**

**Annapolis, Maryland 21401**

**410.263.2542 ext. 202**

**410.263.5410 (F)**

[JessicaT@bgcaa.com](mailto:JessicaT@bgcaa.com)



**WHAT IS JUNIOR STAFF?**

The Junior Staff Career Development Program (JSCDP) is a leadership program designed to promote teens from the ages of **16 to 23 Years of Age** (or Senior in College)with and employment as a Youth Development Professional. This program delivers a comprehensive structure in effort of having our teen staff matriculate and return to the community as mentors, tutors, and youth development leaders.

**JOB DESCRIPTION:**

The JSCDP Member will be employed for 20 hours per week (30 Hours per Week during Summer Session) to rotate in various standardized positions. Each staff will rotate positions giving them full understanding of how to:

* Assist Club Program Director and Senior Staff with monitoring activity of youth members
* Assist with Homework
* Deliver, monitor and advise youth club members during meal time
* Keep work area safe and organized
* Monitor safe use of items, computers, and recreational equipment
* Supervise activities within various areas of the club
* Rotate within various areas of study such as Front Desk Clerk, Computer and Technology, Sports Programs, Teen Center, Arts and Crafts, and Special Programs



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**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.

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| --- | --- | --- |
| Position Applying For: | Name (Last, First, Middle Initial): | Type of Employment   * Full-Time * Part-Time * Summer * 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.*

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| --- | --- | --- |
| Dates Employed (most recent position)  From: To: | Full-Time 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:  At any time  Only if I am a finalist candidate |

|  |  |
| --- | --- |
| Primary Duties: | Reason for Leaving: |

|  |  |  |
| --- | --- | --- |
| Dates Employed (most recent position)  From: To: | Full-Time 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:  At any time  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** |
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| --- | --- | --- |
| Are you Eligible to Work in The United States? | Yes No |  |
| Are you 18 Years of Age or Older? | Yes No | If NO, What Is Your Current Age? |
| Have You Ever Been Employed By BGCAA? | Yes No | If YES, Dates of Employment & Reason for Leaving |
| Are You Related to Any Current BGCAA Employees? | Yes No | If YES, Their Names & Their Relationship To You? |
| If Required for Position, Do You Have A Valid Driver’s License? | Yes No | If YES, State of Issuance, License #, and Expiration Date: |
| Are You a Previous Club Member? | Yes 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 DISQALIFY YOUR APPLICATION***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Charge** | **Disposition** |
|  |  |  |  |
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**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 if 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_