



Employment/Volunteer Application

Date of Application: _____

The Boys & Girls Club is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. In order to safeguard the well being of the youth served, the Boys & Girls Club investigates the accuracy of data provided in the application process for all applicants before staff will be considered for employment. This investigation may include, but is not limited to, reference checking with past employers, schools, appropriate volunteer agencies, police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. After employment, a statement of good health may be required from a physician.

The Boys and Girls Club of the Tri-County Area is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex age, national origin, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment as well as the use of all Club facilities. No form of unlawful discriminations, including unlawful harassment, will be condoned.

The Boys and Girls Club of the Tri-County Area is an at-will employer and either the employee or the employer may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Board President.

POSITION APPLYING FOR: _____

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodations? _____yes _____ no

If no, please explain. (If you have a question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.)

Paid Full Time _____

Salary Required _____hr/yr

Paid Part Time _____

Date Available _____

Volunteer _____

Willing to Travel _____

Work Study _____

Days & Hours Available _____

Name: _____ Telephone: _____

Last

First

MI

Current Address: _____



Permanent Address: _____

City: _____ State: _____

Zip: _____

Email Address: _____

Are you at least 18 years old? _____ (If no, you may be required to provide authorization to work.)

HAVE YOU EVER BEEN TERMINATED INVOLUNTARILY FROM A PAID OR VOLUNTEER POSITION, SUSPENDED FROM AN EDUCATIONAL INSTITUTION OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____ IF YES, EXPLAIN CIRCUMSTANCES. _____

Are you legally eligible for employment in the United States? _____ Yes _____ No (If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever worked for this organization before? _____ Yes _____ No

If yes, where? _____ When? _____ Job _____

Title: _____

Do you know anyone that works for our organization? _____ Yes _____ No If yes, who? _____

EDUCATION BACKGROUND: Please indicate education or training, which you believe qualifies you for the position you are seeking.

School	Name & Location	Major	From/To	Graduate	Degree
<u>High School</u>	_____	_____	_____	_____	_____

College _____

Technical School _____

If you did not graduate from any school you attended, state why: _____

Related trainings you have received that would enable you to perform the position for which you are applying: _____

Professional License, or Memberships, Awards, Publications (You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status) : _____



Have you ever been convicted of a felony? Yes _____ No _____. If yes, describe in full. _____

Do you have a valid drivers license? Yes _____ No _____
If yes, from which state(s) _____

Work Experience:

Show present or last employer first and work back. Do not detail duties and responsibilities if described in attached resume. Use additional pages if necessary. Cannot attach resume, complete in its entirety.

Company Name: _____
Company Address: _____
Your Position: _____
Date Started (Mo/YR): _____ Date Left (Mo/YR): _____
Starting Wage _____ Ending Wage _____
Supervisor's Name: _____ Telephone #: _____
Supervisor's Title: _____ May we contact employer: Yes ____ No ____
Description of duties and responsibilities _____

Reason for Leaving: _____

Company Name: _____
Company Address: _____
Your Position: _____
Date Started (Mo/YR): _____ Date Left (Mo/YR): _____
Starting Wage _____ Ending Wage _____
Supervisor's Name: _____ Telephone #: _____
Supervisor's Title: _____ May we contact employer: Yes ____ No ____
Description of duties and responsibilities _____

Reason for Leaving: _____

Company Name: _____
Company Address: _____
Your Position: _____
Date Started (Mo/YR): _____ Date Left (Mo/YR): _____
Starting Wage _____ Ending Wage _____



Supervisor's Name: _____ Telephone #: _____
Supervisor's Title: _____ May we contact employer: Yes ___ No ___
Description of duties and responsibilities _____

Reason for Leaving: _____

Use and additional sheet of paper if more space is necessary.
May we contact your present employer? ___ Yes ___ No ___
If employment was under a different name, indicate name: _____

Volunteer Experience:

Agency or Company Name: _____
Address: _____ Supervisor's Name: _____
Telephone #: _____ Supervisor's Title: _____
May we contact supervisor? Yes ___ No ___ How long there? _____
Duties: _____

References (Not related to you)

Professional and Personal References

1. Name _____ Address: _____
Phone: _____ Relationship: _____
2. Name: _____ Address: _____
Phone: _____ Relationship: _____
3. Name: _____ Address: _____
Phone: _____ Relationship: _____

Skills and Interests: _____

If accepted, what kind of assignment would you prefer: _____

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information, excluding medical information, concerning my former employment to _____, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this company. I understand that the employment information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of



such materials/information except for false information disclosed for the purpose of maliciously interfering with my prospective employment interests.

I understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of this organization has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

If you decide to engage an investigating consumer reporting agency to report on my credit and personal history and/or request a Crime Information Bureau Records Check with a local law enforcement agency, I authorize you to do so. If a record is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature of the information contained in the report.

In addition, I have been informed that this Employer fully supports a drug-free work environment and as such, maintains a drug test policy. Pursuant to that policy, I acknowledge that I may be required to submit to a drug test upon receipt of a conditional offer of employment, as well as during employment with this Employer

Signature: _____ Date: _____

In case of emergency, please contact:

Name: _____ Telephone #: _____

Address: _____

Relationship to you: _____