

GREAT FUTURES START HERE.



EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

Date of Application: ___ / ___ / ___

This application is to be active for a period of sixty (60) days only. Applicants must reapply after that time in order to be considered for any openings which might become available.

The Boys & Girls Club is a part of a nationwide and local youth effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth we serve, the Boys & Girls Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. All applicants are given equal consideration regardless of race, color, religion, creed, age, sex, disability, marital status, national origin or veteran status.

Each question should be answered in a complete and accurate manner. No action will be taken regarding this application until all questions have been answered.

PERSONAL:

Name: _____ Home Phone: _____ - _____ - _____

Present Address: _____, _____, _____, _____
Mailing address City State Zip Code

Social Security #: _____ / _____ / _____ Are you over 18? Yes [] No []

Can you submit legal verification of your right to be employed in the United States? Yes [] No []

Have you ever been convicted of a felony? Yes [] No []

In the last three years have you been found guilty of any traffic violations? Yes [] No []

Are you presently charged with any violation of the law? Yes [] No []

If your response to any of the last three questions was "Yes," give the date, place and nature of each such conviction or pending charge:

NOTE: A conviction will not necessarily disqualify you from employment.

Do you have any obligations or conditions which would limit your ability to work overtime? Yes [] No []

If yes, please explain: _____

Do you have adequate means of transportation, including a valid Georgia Drivers License that would allow you to drive for our organization? Yes [] No []

Drivers License - State: _____ Type/Class: _____ Expiration Date: _____ / _____ / _____

EMPLOYMENT DESIRED:

Are you seeking [] Full-time [] Part-time [] Temporary or Summer Employment

Position applied for: _____ Minimum salary required per month: _____

Date available to start: _____ / _____ / _____

Have you ever applied to our company before? Yes [] No [] Have you ever worked for our company before? Yes [] No []

If you answered yes to either of the above questions, list when and where you applied/worked.

Are you now or do you expect to be engaged in any other business or employment? Yes [] No []

Are there any days or hours you would be unable or unwilling to work? Yes [] No []

If yes, please specify those days or hours you would be unable or unwilling to work _____

EDUCATION:

<i>Name, Address and Location</i>	<i>Dates</i>	<i>Graduate?</i>	<i>Courses Studied</i>
High School:	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:
College:	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:
Trade School, Business, Military School, etc.	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes No If yes, where and what courses? _____

List any scholastic honors, offices held and extra curricular activities involved in during high school and college.

List and describe any other School or Specialized Training. _____

List and describe experience you have had in the Boys & Girls Club or any other youth serving organization. _____

Have you ever served in the Military? Yes No

Service Branch: _____ Date Entered: ____/____/____ Date Discharged: ____/____/____

CAPABILITY/RELIABILITY:

Is there any reason you would be unable or unwilling to perform any of the tasks required by the job you are applying for? Yes No

If yes, explain _____

Will you abide by the safety rules of this company? Yes No

Have you ever been disciplined for violating company policies? Yes No

If yes, please explain: _____

Is there any reason why you would be unable/unwilling to report to work on time every day, on a regular and consistent basis?

Yes No

If yes, please explain _____

WORK HISTORY:

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

***** DO NOT REFERENCE YOUR RESUME**

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor:		Dates Employed		Pay
10 digit telephone #	Nature of Business:			From: Mo. _____ Yr: _____	To: Mo: _____ Yr: _____	Starting \$ Ending \$
Title						
Duties						
Reason for Leaving						

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor		Dates Employed		Pay
10 digit telephone #:	Nature of Business			From: Mo. _____ Yr: _____	To: Mo. _____ Yr: _____	Starting \$ Ending \$
Title:						
Duties:						
Reason for Leaving:						

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor:		Dates Employed		Pay
10 digit telephone #:	Nature of Business:			From: Mo. _____ Yr: _____	To: Mo. _____ Yr: _____	Starting \$ Ending \$
Title						
Duties						
Reason for Leaving						

SUPPLEMENTAL EMPLOYMENT INFORMATION:

Have you ever worked under another name? If so, please list the full name(s) _____
 Are you presently employed? Yes No If yes, may we contact your present employer? Yes No
 Have you ever been fired or asked to resign from a job? Yes No
 If yes, please explain _____

SPECIAL SKILLS:

Do you type? Yes No WPM _____

Have you had any computer or word processing experience or training? Yes No

If yes, please describe _____

Which office machines can you operate efficiently? _____, _____, _____, _____, _____

Use the space below to briefly describe why you are the right candidate for our organization. List skills which you possess that qualify you for a position within the Boys & Girls Club movement. (If you need more space, please continue on separate sheet.)

REFERENCES:

Give three references, not relatives or former employers.

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

ACKNOWLEDGEMENT:

I authorize Boys & Girls Clubs of Northwest Georgia (BGCNWGA) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and BGCNWGA from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with BGCNWGA. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCNWGA has not employed me or immediate dismissal if BGCNWGA has employed me. I also authorize BGCNWGA to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCNWGA from all liability for its providing this information.

I understand that nothing in this employment application, in BGCNWGA policy statements or personnel guidelines, or in my communications with any BGCNWGA official is intended to create an employment contract between BGCNWGA and me. I also understand that BGCNWGA has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if any employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCNWGA retains the right to terminate my employment at any time for any reason.

I understand that an offer of employment may be conditioned upon the successful completion of a test for drug and/or alcohol abuse and may be conditioned upon the successful completion of a physical exam, and I will, upon request sign all necessary consent forms necessary so the BGCNWGA may complete its examination of my physical condition for the purpose of determining my ability to perform the essential functions of the job. Failure to sign this consent and the necessary consent forms will be deemed a withdrawal of my application for employment.

This application is not to be considered a contract of employment in any form, express or implied. Boys & Girls Clubs of Northwest Georgia is an at-will employer, which means your employment may be terminated at any time and for any reason. No statement to the contrary by an employee, officer, or agent of BGCNWGA shall have any force or effect unless it is in writing and signed by the Chief Professional Officer.

I hereby acknowledge that I have read and understand the preceding statements.

Signature _____

Date _____ / _____ / _____



BOYS & GIRLS CLUBS
OF NORTHWEST GEORGIA

GCIC BACKGROUND INVESTIGATION CONSENT

I _____, hereby authorize Boys & Girls Clubs of Northwest Georgia and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment.

I, release the Boys & Girls Clubs of Northwest Georgia and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

***** The following is my full, legal name and all information provided is correct.**

Full Name Printed

Maiden Name or Other Names Used

Present Address (NO PO Boxes accepted) How Long?

City/State Zip

Former Address How Long?

City/State Zip

*Race

*Sex

*Date of Birth Social Security Number Driver's License Number State of License

Signature

**NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment. Boys & Girls Clubs of Northwest Georgia is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.*