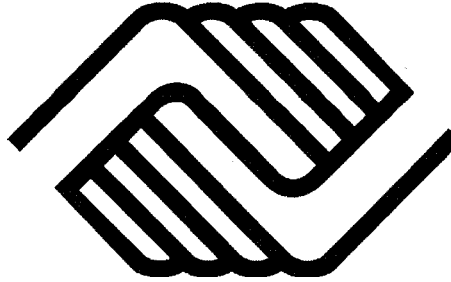


Applicant Name _____ **Date** _____

EMPLOYMENT APPLICATION
Updated October 9, 2024

BOYS & GIRLS CLUB OF JOHNSON CITY/WASHINGTON COUNTY



2210 W. MARKET STREET
JOHNSON CITY, TN 37604
423.461.4560

I understand that **Boys & Girls Club of Johnson City/Washington County (BGC of JC/WC)** requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGC of JC/WC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGC of JC/WC.

I also authorize BGC of JC/WC 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 BGC of JC/WC from all liability for providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGC of JC/WC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGC of JC/WC has a similar right. I understand my employment by BGC of JC/WC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work hours outside my regularly scheduled work hours which may include weekend and holiday work when required by BGC of JC/WC. I also understand that BGC of JC/WC 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 no one other than the President & CEO or Board has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGC of JC/WC's ability to verify this necessary information. BGC of JC/WC is an **equal opportunity employer**: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin, or disability.

Applications will not be considered active after the position is filled. I understand that BGC of JC/WC will attempt to verify statements made on my application and made during any employment interview.

Signature

Date

GENERAL

NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)
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OTHER NAMES USED

PRESENT ADDRESS (include street, **apt #**, city, state, zip)

PRESENT EMAIL

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO
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HOW WERE YOU REFERRED TO BOYS & GIRLS CLUB OF JOHNSON CITY/WASHINGTON COUNTY?

PREVIOUS EMPLOYMENT WITH a Boys & Girls Club (If any, give dates, position, location) **(REQUIRED-- mark none if applicable)**

RELATIVES EMPLOYED BY BGC (If any, give dates, positions)

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED NOLO CONTENDRE TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO Murder, Child abuse or neglect, Crime against children, Spousal abuse, Crime involving rape or sexual assault, Kidnapping, Arson, Physical assault, Drug-related offense committed during the preceding 5 years, Violent misdemeanor committed as an adult against a child

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.

POSITION APPLIED FOR

TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	WILLINGNESS TO DRIVE COMPANY VEHICLE? Yes ___ No ___ If no, why?
DAYS OF THE WEEK WITH HOURS AVAILABLE: _____	

EDUCATION

SCHOOL	NAME AND LOCATJON	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE

Start with your current or last employer first. Do not detail duties and responsibilities if described in attached resume. Explain fully any gaps in your employment history below:

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? Yes __ No __
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? Yes __ No __
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? Yes __ No __
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

*Complete all sections-Do not forget to sign, date and initial where necessary.
Incomplete forms will not be considered.*

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Club of Johnson City/Washington County will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGC of JC/WC's review of this application and my candidacy for employment, I release BGC of JC/WC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGC of JC/WC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

Signature

Date

AUTHORIZATION FOR CONSENT FOR RECORDS AND BACKGROUND CHECK

I hereby authorize the BGC of JC/WC and/or any of their authorized agents bearing this release to gather information regarding the following: All records including criminal, credit, driving (where required by position) and /or education; information from previous employers, whether contained in written records or not; and any other pertinent information in relation to the successful function of my job.

I hereby direct you to release such information upon the request of the bearer. Further, I hereby release you, as the custodian of such records; federal, state or local authority, any school, college, university, or other educational institutions, credit bureau or consumer reporting agency, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. This release is executed in full knowledge and understanding that the information is for the official use of the Boys & Girls Club of Johnson City/Washington County. Should there be any question of the validity of this release, you may contact me as indicated below.

The Boys & Girls Club of Johnson City/Washington County has a **zero-tolerance standard for abuse and inappropriate behavior by staff members**. All applications will be signed by the individual and maintained in their personnel file in a locked container. I understand a background profile verification will be conducted to ensure the business standards and practice of Boys & Girls Club and that its contents will be kept confidential. I understand that any offer of employment is contingent on a satisfactory background investigation. If I am employed with the Boys & Girls Club, I authorize the re-investigation of any of the above information, at any time, during my term of employment.

I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

Full Name (First, Middle, Last) Printed: _____

Former Names and Time Frames (Printed): _____

Date of Birth: _____ SSN: _____ Sex: Male: ___ Female: ___ Race: _____

Current Address: (include apt # if applicable) _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Driver's License Number: _____ State of Issue: _____

Application Signature

Date

FOR OFFICE USE ONLY

Date Received _____ Application Received By _____ Notes: _____

Phone Screening _____ Interview _____ Observation #1 _____ Observation #2 _____

Select Final Decision: Hired Rejected Declined Offer