Date Received	
Received By	

Deliver application to:
215 W. North Street
Valdosta, GA

BOYS & GIRLS CLUB
OF VALDOSTA

Employment Application

Name

Current Address | City | State | Zip Code

Permanent Address/Contact | City | State | Zip Code

Phone Number- Home | Cell number | Email Address

Referred By | Relationship

EMPLOYMENT STATUS DESIRED

Please check one: ____ Full-Time ____Part-Time ____Part-Time (Summer Only)

POSITION APPLYING FOR

Please check one:

____ Program Director _____ Site Supervisor ____Teacher ____ Youth Development Professional (Afterschool/Summer Counselor)_____YDP Life Guard (Summer Only)

____ Kitchen Staff ____Janitorial/Custodial ____ Maintenance

DEPARTMENT/LOCATION/UNIT

Please check at least one:

____Administrative Office

____Lake Laurie Unit

____David S. Waller Unit (21st CCLC IMPACT Program) (K-5th Grade)

____Don F. Reames Teen Center (21st CCLC FourCore Program) (6th-12th Grade)

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POLICY REQUIREMENTS

-Are you 18 years of age or older? ☐Yes ☐No

-If hired, can you provide written evidence that you are authorized to work in the United States?

____Yes ____No

Are You Currently Employed? __ If So, May We Inquire To Your Employer? _____

Have You Ever Applied With This Organization Before? _____ Date _____

If so, Where? _____

What position did you hold? _____

Is there any information we would need to know about your name or use of another name in order to check your work record or conduct a background check? _____ Yes; _____No; If so, please

Specify:

_____

_____

Have you ever been convicted of, pled guilty to and or pled *nolo contender* to a crime (felony or misdemeanor, including but not limited to theft, banking fraud, drug and alcohol-related offense, assault etc.)? If yes, please explain (state, court date, type of crime, place of occurrence, disposition

State	
Court Date	
Crime/offense	
Place of Occurrence	
Disposition	

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Educational Background

	Name/Location	Dates Attended	Graduated Y/N	Course of Study/Major
HS				
College/University				
Technical College				
Other				

Former Employers - Last to First

Date	Employer	Salary/Position	Reason for Leaving

General Information

1. U.S. Military Service: ___Y ___N; MOA: _____

   Dates: ___/___/___ to ___/___/___; Rank_____

2. Office Skills: Computer ___Word, ___Excel, ___Power Point, ___Quick Books,

   ___Publisher ___Other, _____wpm

SKILLS / TALENT /INTEREST

Please list any skills, talents or interests that you possess (*for example. Arts & Crafts, Swimming, Athletics…*):

_____

_____

_____

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OF VALDOSTA

Reflective questions:

1) In your opinion, what is the best way to minimize discipline problems when working with children?

_____

_____

_____

2) What strengths do you possess that would make you an asset to this organization?

_____

_____

_____

3) Why do you want to work at the Boys & Girls Club?

_____

_____

_____

4) If given an option, which grade would you prefer to work with?
____K ____1ST ____2ND ____3RD ____4TH ____5TH ____6TH ____7TH ____8TH ____9TH
____10TH ____11TH ____12TH

5) What is your area of expertise?
____Math ____Science ____Reading Art ____Language Arts ____Technology
____Drama ____Music ____Social Studies ____History

6) Days and Hours of Availability:

	From	**To**
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

7) When are you available to start work? _____

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OF VALDOSTA

References

1._____ _____ _____
Name Relation Phone

2._____ _____ _____
Name Relation Phone

3._____ _____ _____
Name Relation Phone

"I _____certify that the information/responses contained in this application are true, honest and complete to the best of my knowledge. I understand that if employed false statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and all references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information."

_____ _____
Applicants Signature Date

Deliver application to:
215 W. North Street
Valdosta, GA

FOR OFFICE USE ONLY

Date Hired: _____ Unit: _____ Position: _____ Wage: _____

Hired by: _____