



BOYS & GIRLS CLUBS
OF CAMPBELL COUNTY

BE GREAT

Our mission is to inspire and enable all young people, especially those who need us most,
to reach their full potential as productive, responsible and caring citizens

EMPLOYMENT/VOLUNTEER APPLICATION

(Please Print)

Date: _____

Name: _____

Social Security #: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Position applied for: _____ ☐ Full Time ☐ Part Time ☐ Volunteer

Specify days and hours if part time/volunteer: _____

Were you previously employed by us? _____ If yes, when? _____

Have you previously been employed by another Boys and Girls Club? _____

If yes, when/where? _____

List any friends of yours working for us: _____

If your application is considered favorably, on what date would you be available for work?

Do you hold any special certifications? (CPR, First Aid, QPR) _____

Are there any experiences, skills, or qualification which you feel would especially fit you for work with our organization? _____

Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? _____ If yes, please describe: _____

Record of Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

Past Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Personal References:

Name: _____ Phone Number: _____

Relationship: _____ Occupation: _____

Address: _____

Name: _____ Phone Number: _____

Relationship: _____ Occupation: _____

Address: _____

Name: _____ Phone Number: _____

Relationship: _____ Occupation: _____

Address: _____

Military Service Record

Were you in the US Armed Forces? ☐ Yes ☐ No

If yes, what branch: _____

Dates of Duty _____ to _____

Rank at Discharge: _____

List Duties in the service including special training: _____

Personal Information

Are you a citizen of the United States?

☐ Yes ☐ No

If no, are you authorized to work in the U.S.? _____

Within the past two years, have you been found guilty of any traffic violations?

☐ Yes ☐ No

If yes, what violation(s): _____

Have you ever been charged with child abuse or neglect?

☐ Yes ☐ No

If yes, explain: _____

Have you ever been arrested for any other crime?

☐ Yes ☐ No

If yes, what crime(s): _____

Affirmations, Consents, Disclaimers and Signatures

(Please read and initial)

Full/Accurate Disclosure:

I certify that the information contained in this application is correct to the best of my knowledge, and that I have not knowingly withheld any information that may adversely affect chances of employment. I further certify that I, the undersigned applicant, have personally completed this application. I understand that omission or falsification of material fact on this application, or any document used to secure employment, is grounds for disqualification of applicant for or dismissal from employment, regardless of the time elapsed before discovery.

Periodic Drug Screening Conditions of Employment:

If hired, I also agree to submit to drug testing as a condition of employment. I agree that the Boys and Girls Clubs of Campbell County may conduct a drug screening at its sole discretion with or without notice. I also understand that refusal to submit to a drug screening will be considered a voluntary resignation of employment. I hold harmless the Boys and Girls Clubs of Campbell County, its officers, agents, employees, directors, volunteers and members as well as the testing agency from any claims I may have against any or all of them arising out of the drug screening test and its use to determine whether I may be employed.

Pre-Employment/ Fingerprinting/Background Screening Consent:

In order to safeguard the wellbeing of the youth served by the Boys and Girls Clubs of Campbell County, I hereby authorize the Boys and Girls Clubs of Campbell County to investigate my past and present work, character, education, military and police records (criminal background check) to ascertain any and all information that may be pertinent to my employment qualifications. The release in any manner of any and all information is authorized whether such information is of record or not. I do hereby release and agree to hold harmless all persons, firms, agencies or companies from any and all claims, demands, or liabilities arising out of or in any way related to furnishing such information. I further understand that it is a requirement of the Boys and Girls Clubs of Campbell County that all employees who work with or have any contact with children must be fingerprinted. In addition, agree to pay for the cost of my fingerprint check, if required. I understand that the fingerprints will be used to check my criminal history records prior to employment and at least every 24 months of employment if hired.

Reference Check Authorization:

I hereby authorize The Boys and Girls Clubs of Campbell County or any designated officer, employee, agent, or representative to confer with the above-named references. I understand that the Company may ask my references questions about my educational background, work experience, achievements, wage history, performance, attendance, and reason for separation from former employment. I expressly authorize my references to answer such questions. I understand that any information provided by my references will be used solely for the purpose of determining my acceptability for employment with the Company. I release all of the above-named references from any claim of liability or damages, including, but not limited to, claims for defamation, interference with contract, and negligence which may arise or result from any truthful reference information provided by a reference pursuant to this authorization.

Agreement to Comply:

In consideration of my employment, I agree to conform to the rules, regulations and policies that the Boys and Girls Clubs of Campbell County may periodically promulgate, withdraw or modify. If hired, I will submit the documentation necessary to verify my eligibility for employment, including but not limited to proof of identity and legal right to work in the United States within three (3) business days prior to the date my employment begins.

Work Schedules and Duties

I understand that work schedules and duties may be modified from time to time at the discretion of the Boys and Girls Clubs of Campbell County and that alternate position functions and/or positions may be assigned. I understand that I am required upon employment to serve a probationary period; and if my performance is deemed unsatisfactory, I may be terminated at any time.

At-Will Employment

I understand the agreement that employment with the Boys and Girls Clubs of Campbell County is "At Will". Nothing in the Boys and Girls Clubs of Campbell County's policies, actions, interviews or this document shall create a contract between myself and the Boys and Girls Club of Campbell County, nor be construed to alter the "At Will" nature of my status with the Boys and Girls Clubs of Campbell County, and this means that either the Boys and Girls Clubs of Campbell County or the employee can terminate the employment at any time and for any reason, with or without notice. The "At Will" nature of my employment may only be modified by a written agreement signed by the Chairperson of the Board of Directors.

Affirmation:

I have read this form in full and understand the above statements and that an "offer to hire" or "offer to volunteer" is contingent upon the conditions set forth herein. If I accept employment or volunteer with the Boys and Girls Clubs of Campbell County, I will not do so in reliance of any representations that are not made in writing.

Signature of Applicant: _____ Date: _____

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF CAMPBELL COUNTY

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