

BOYS & GIRLS CLUBS OF NORTH MISSISSIPPI

Employment Application

Thank you for your interest in joining the Boys & Girls Clubs of North Mississippi. We are committed to providing safe, supportive environments where young people can reach their full potential.

Please complete this application in its entirety. Applicants with incomplete applications will not be considered.

Position Information

Position Applying For _____

Preferred Club Location _____

Date Available to Begin _____

Employment Type ☐ Full-Time ☐ Part-Time ☐ Seasonal

Pre-Employment Experience

At Boys & Girls Clubs of North Mississippi, we believe the best way to understand our mission is to experience it.

Applicants are required to complete **two (2) volunteer shifts of approximately two (2) hours each** before the interview process begins.

These experiences provide an opportunity to:

- Observe Club operations
- Interact with youth and staff
- Experience our culture and mission

Completion of these volunteer shifts does not guarantee employment.

☐ **I understand this requirement.**

Applicant Information

Legal Name _____

Preferred Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Cell Phone _____ Home Phone _____

Are you at least 18 years of age? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Can you provide documentation verifying your identity and work authorization? ☐ Yes ☐ No

Do you possess a valid driver's license? ☐ Yes ☐ No

Have you previously worked for Boys & Girls Clubs of North Mississippi? ☐ Yes ☐ No

If yes, when and in what position?

How did you hear about this opportunity?

Relationship with the Organization

Do you have any family members who currently work or volunteer for Boys & Girls Clubs of North Mississippi, or who have previously worked or volunteered with the organization?

☐ No ☐ Yes If yes, provide the following information:

Name _____

Relationship to You _____

Club Location _____

Education

High School (or GED)

School Name _____

City/State _____

Diploma/GED Earned ☐ Yes ☐ No Graduation Date (Month/Year) _____

College/University

School Name _____

City/State _____

Degree Earned _____

Major/Field of Study _____

Graduation Date (Month/Year) _____ ☐ Currently Enrolled

Graduate School

School Name _____

City/State _____

Degree Earned _____

Major/Field of Study _____

Graduation Date (Month/Year) _____ ☐ Currently Enrolled

Trade School, Technical School, or Other Education

School Name _____

City/State _____

Program/Certificate _____

Field of Study _____

Completion Date _____ ☐ Currently Enrolled

Certifications, Licenses, and Specialized Skills

Include certifications, licenses, technical skills, languages, software, or other qualifications relevant to the position.

Employment History

Begin with your most recent employer.

Employer _____

Position _____ Dates Employed _____

Supervisor _____ Phone _____

Reason for Leaving _____

Primary Responsibilities

Employer _____

Position _____ Dates Employed _____

Supervisor _____ Phone _____

Reason for Leaving _____

Primary Responsibilities

Employer _____

Position _____ Dates Employed _____

Supervisor _____ Phone _____

Reason for Leaving _____

Primary Responsibilities

Additional Information

Why do you want to work for Boys & Girls Clubs of North Mississippi?

What strengths, experiences, or talents would you bring to our youth and our organization?

Professional References

Provide three (3) professional references who can speak about your work performance, character, and qualifications. References may include current or former supervisors, managers, coworkers, teachers, or coaches. **Family members and personal friends may not be listed as references.**

Reference Name 1 _____

Organization _____ Relationship _____

Phone _____ Email _____

Reference Name 2 _____

Organization _____ Relationship _____

Phone _____ Email _____

Reference Name 3 _____

Organization _____ Relationship _____

Phone _____ Email _____

Applicant Certification

Read each statement carefully and initial each item.

_____ Application Accuracy

I certify that all information provided in this application and during the hiring process is true, complete, and accurate to the best of my knowledge. I understand that I have personally completed this application and that any omission, misrepresentation, or falsification of information may result in disqualification from employment or, if employed, disciplinary action up to and including termination, regardless of when the information is discovered.

_____ Authorization to Verify Information

To help ensure the safety and well-being of the youth served, I authorize Boys & Girls Clubs of North Mississippi to verify all information provided in this application and any information submitted in support of my application for employment. I authorize current and former employers, educational institutions, professional references, licensing agencies, and other individuals or organizations identified in this application to release information regarding my employment history, education, qualifications, and professional conduct without further notice to me.

I release Boys & Girls Clubs of North Mississippi, my current and former employers, educational institutions, references, and all other persons or organizations providing information from any liability arising from the good-faith disclosure or use of such information as part of the employment process.

_____ Background Screening

I understand that, due to the nature of working with young people, employment is contingent upon successfully completing all required pre-employment screenings.

_____ Pre-Employment Volunteer Experience

I understand that applicants selected to continue in the hiring process are required to complete two (2) volunteer shifts of approximately two (2) hours each prior to employment.

I understand that completion of these volunteer shifts is part of the evaluation process and does not guarantee an offer of employment.

_____ Electronic Communications and Social Media Review

I understand that Boys & Girls Clubs of North Mississippi may review publicly available information relevant to my qualifications or suitability for employment, consistent with applicable law and organizational policy.

_____ Employment Relationship

If employed, I understand that my employment is at will. This means that either I or Boys & Girls Clubs of North Mississippi may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. I further understand that no representative of the organization has authority to enter into any agreement contrary to this policy unless it is written and signed by the Chief Executive Officer.

Drug Screening Consent

I understand that any offer of employment with Boys & Girls Clubs of North Mississippi is contingent upon successfully completing a required drug screening.

If I receive a conditional offer of employment, I voluntarily consent to provide a urine sample or other authorized specimen for the purpose of drug screening.

I understand that failure to submit to the required drug screening, refusal to cooperate with the testing process, or a confirmed positive test result for illegal drugs or other prohibited controlled substances may result in the withdrawal of the conditional offer of employment.

I agree to comply with the Boys & Girls Clubs of North Mississippi Drug-Free Workplace and Drug & Alcohol Policy.

I release and hold harmless Boys & Girls Clubs of North Mississippi, its officers, directors, employees, volunteers, agents, and the testing laboratory from any claims arising from the administration of the drug screening process or the use of the results in determining my employment eligibility, to the extent permitted by law.

I understand that Boys & Girls Clubs of North Mississippi is a smoke-free workplace.

I certify that I have read, understand, and voluntarily agreed to the conditions stated above.

Applicant Signature: _____ Date: _____