



EMPLOYMENT APPLICATION

(Paid and Volunteer Staff)

The Boys & Girls Clubs of the Chattahoochee Valley have been part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth served, the Boys & Girls Clubs of the Chattahoochee Valley will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference used when necessary to verify particular circumstances.

Please Type or Print Neatly

Position Applied For: _____

Category:	<input type="checkbox"/> Paid Full-Time	Salary Required:	_____
	<input type="checkbox"/> Paid Part-Time	Date Available:	_____
	<input type="checkbox"/> Volunteer	Willing to Travel? :	_____
		Approx. Percentage:	_____

If Part-Time or Volunteer, Please Specify Days & Times Available:

GENERAL INFORMATION

First Name: _____ M.I.: _____ Last Name: _____

Telephone: (____) _____ DOB: ____ / ____ / ____

Street Address: _____

City: _____ State: _____ Zip: _____

Please list any and all other names you have been known by at any time:

Previous address (past 10 yrs.), and name of which known at such address (if different from above):

(1) _____

(2) _____

(3) _____

Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? Yes No

If yes, please explain circumstances: _____

U.S. Citizen? : Yes No Visa Type, if not U.S. Citizen: _____

How, or by who were you referred to us? : _____

Have you ever been bonded? : Yes No

If yes, with what employer(s)? : _____

Have you ever served in the Military? : Yes No Branch: _____

Discharge: Voluntary Involuntary

Please describe circumstances if Involuntary: _____

WORK EXPERIENCE

(Past 10 Years)

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Your Title: _____

Supervisor's Name: _____ Title: _____

May we Contact? Yes No

Date Started: _____ Date Left: _____

Starting Salary: _____ Last Salary: _____

Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Your Title: _____

Supervisor's Name: _____ Title: _____

May we Contact? Yes No

Date Started: _____ Date Left: _____

Starting Salary: _____ Last Salary: _____

Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Your Title: _____

Supervisor's Name: _____ Title: _____

May we Contact? Yes No

Date Started: _____ Date Left: _____

Starting Salary: _____ Last Salary: _____

Description of Duties and Responsibilities: _____

Reason for Leaving: _____

VOLUNTEER EXPERIENCE

(Past 10 Years)

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ May we Contact? Yes No

Supervisor's Name: _____ Title: _____

How long there? : _____

Description of Duties and Responsibilities: _____

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ May we Contact? Yes No

Supervisor's Name: _____ Title: _____

How long there? : _____

Description of Duties and Responsibilities: _____

EDUCATION

Name of High School: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Major: _____ Dates Attended: _____

Diploma or Degree: _____

EDUCATION (Continued)

Please list any Colleges, Universities, Trade or Technical Schools, etc. attended:

Name of School: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Major: _____ Dates Attended: _____

Diploma or Degree: _____

If you did NOT graduate from any school you attended, please state why: _____

Name of School: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Major: _____ Dates Attended: _____

Diploma or Degree: _____

If you did NOT graduate from any school you attended, please state why: _____

Please list any Professional Societies, Associations, Awards and Publications: _____

Please list any physical or mental conditions which may limit your ability to perform the work requirements you have applied for:

Have you ever been convicted of a crime in the past ten (10) years? Yes No

If yes, please describe in full as to convictions: _____

Have you ever been criminally charged with any crime related to the mistreatment, abuse, or molestation of children? : Yes No

If yes, please describe in full: _____

SKILLS AND INTERESTS

Please list any skills and/or interests: _____

CLERICAL APPLICANTS ONLY

Type (number of words per minute): _____

Dictation (number of words per minute): _____

Please list all office machines/equipment you can operate: _____

I certify that all answers given by me to all of the questions on this application and any attachment(s) are true to the best of my knowledge and that I have not withheld any pertinent information.

I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal of or summary dismissal from employment.

I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and I understand that, upon written request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Applicant's Signature

Date

Social Security No.

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of the Chattahoochee Valley (BGCCV) 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 dismissal, if discovered after I am employed by BGCCV. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCCV.

I also authorize BGCCV 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 BGCCV from any and all liability for its 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 BGCCV. I understand that I have the right to terminate my employment at any time or without notice, with or without cause, and that BGCCV has a similar right. I understand my employment by BGCCV 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 scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCCV. I also understand that BGCCV 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 of BGCCV has the 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 BGCCV's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCCV will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

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.

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for an interview, we will contact you.

Applications will not be considered active after 90 days from the date of application unless renewed, in writing, by the applicant at this location.

INCOMPLETE APPLICATIONS OR APPLICATIONS PROVIDING ADDITIONAL NON-REQUESTED INFORMATION ARE CONSIDERED WITHDRAWN AND WILL NOT BE CONSIDERED.

BOYS & GIRLS CLUBS OF THE CHATTAHOOCHEE VALLEY

Consent Form of Release of Criminal History Record and Driving Record Information

I hereby authorize the Boys & Girls Clubs of the Chattahoochee Valley and Volunteer Section IIX to receive any criminal history record information and driving record information pertaining to me which may be in the files of *ANY* state or local criminal justice agency.

Full Name: _____

Full Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Gender: _____ Race: _____ Date of Birth: _____

Social Security Number: _____ Driver License #: _____

Signature: _____ Date: _____

NOTICE

If an employment decision adverse to the record subject is made, the record subject must be informed by the individual or agency making the adverse decision of all information pertinent to that decision. This disclosure must include information that a criminal history record check was made, the specific contents of the record, and the effect the record had upon the decision.

Failure to provide all such information to the person subject to the adverse decision is a misdemeanor, rules of the Georgia Crime Information Center Council 140-2-04 (1) (b) 3.

BOYS & GIRLS CLUBS OF THE CHATTAHOOCHEE VALLEY

**Applicant consent to examine the Georgia Child Care Registry
and Georgia Department of Law Enforcement Criminal History
Records and a urinalysis test for drug use
(Paid and Volunteer Staff)**

Applicant's name: _____

Alias: _____

Date of Birth: _____

Social Security #: _____

Race/Sex: _____

Address: (if less than six months, include previous address)

I, the undersigned, agree to allow the Georgia Department of Family & Children Services Child Abuse Registry and the Georgia Department of Law Enforcement (Criminal History Records) to check their files to determine if there are any prior criminal and/or child abuse reports related to me, and to furnish this information to the Boys & Girls Clubs of the Chattahoochee Valley, Inc. for use in determining my eligibility for the position I am seeking in their organization.

I hereby release the Boys & Girls Clubs of the Chattahoochee Valley, Inc., all employees, officers and directors thereof, the Columbus Georgia Police Department, the Georgia Department of Family and Children Services and all others from any liability or damage which may result from furnishing the information requested above.

Applicant's signature

Date

AFFIDAVIT

Before me personally appeared the said _____
who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore. Sworn to and subscribed in my presence this _____ day
of _____, 20__.

My Commission expires _____

NOTARY PUBLIC

NOTE: This form is to be kept in a secure file in the Boys & Girls Club administrative office.

Revised 11/06/2000