



BOYS & GIRLS CLUBS
OF THE CUMBERLAND PLATEAU

APPLICATION FOR EMPLOYMENT

Position Desired: _____ Part-Time Full-Time Today's Date: ___/___/___

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Name: _____ Social Security Number: _____
Last First Middle

Current Address: _____
Street and Number City State Zip Code

How Long Have You Lived There?: _____ Are You 18 Years of Age or Older? Yes No
Years Months

Contact Phone Number: (____) _____ - _____ Date Of Birth: ____/____/____ (For Background Information Only)

Previous Address: _____
Street and Number City State Zip Code

How Long Have You Lived There?: _____
Years Months

APPLICANT'S STATEMENT

I understand that if the Boys & Girls Clubs of the Cumberland Plateau hires me, my employment will be for no definite period, regardless of the period of payment of my wages. I also understand that I have the right to terminate my employment at any time with or without notice to the Boys & Girls Clubs of the Cumberland Plateau, and the Boys & Girls Clubs of the Cumberland Plateau has the same right to terminate my employment at any time with or without notice to me. No one other than the Chief Volunteer Officer or Chief Professional Officer of the Boys & Girls Clubs of the Cumberland Plateau has the authority to modify this relationship or make agreement to the contrary. Any such mortification or agreement must be in writing and signed by the Boys & Girls Clubs of the Cumberland Plateau Chief Volunteer Officer or Chief Professional Officer.

I understand that the Boys & Girls Clubs of the Cumberland Plateau reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by applicable law. I authorize the Boys & Girls Clubs of the Cumberland Plateau to investigate my driving record, my criminal record and my credit history, and I understand that an investigative consumer report may be prepared whereby information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted. This Inquiry would include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make written request within a reasonable period of time to receive additional information about the nature and scope of this investigation.

I grant the Boys & Girls Clubs of the Cumberland Plateau authority to contact my previous employers and I authorize those employers to disclose to the Boys & Girls Clubs of the Cumberland Plateau all records and other information pertinent to my employment with them. I also authorize the Boys & Girls Clubs of the Cumberland Plateau to provide truthful information concerning my employment with the Boys & Girls Clubs of the Cumberland Plateau to my future perspective employers and I agree to hold the Boys & Girls Clubs of the Cumberland Plateau harmless for providing such information.

I understand that if hired I will be evaluated on a thirty (30) trial.

I certify that all of the information that I have provided on this application and in my interviews are/will be true and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I may be immediately terminated.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

Date: ___/___/___ Applicant's Signature: _____

Have you worked with any Boys & Girls Clubs before? Yes No

If yes, give dates, locations and positions held: _____

Do you have relatives or friends working at the Boys & Girls Club: Yes No

If yes, please give their name _____ and their relationship to you _____.

How do you get to and from work?: _____

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime?: Yes No

If yes, give dates and details of each offense: _____

Note: Answering "Yes" to this question is not an automatic bar to employment. Only those crimes that are substantially related to the position you are seeking will be considered, so please be truthful and complete.

****RECORDS OF PREVIOUS EMPLOYMENT**

Identify your present and previous employers in chronological order with present or most recent employer first. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Employer	Dates Employed	Pay Rate Start Final	Title or Position	Supervisor's Name	Reason for Leaving
Company Name: Address: Telephone Number:	From (Month/ Year) To (Month/Year)	\$ \$ Per (Circle One) Hour Week Month Year		Telephone Number:	
Company Name: Address: Telephone Number:	From (Month/ Year) To (Month/Year)	\$ \$ Per (Circle One) Hour Week Month Year		Telephone Number:	
Company Name: Address: Telephone Number:	From (Month/ Year) To (Month/Year)	\$ \$ Per (Circle One) Hour Week Month Year		Telephone Number:	
Company Name: Address: Telephone Number:	From (Month/ Year) To (Month/Year)	\$ \$ Per (Circle One) Hour Week Month Year		Telephone Number:	

Have you ever been terminated from a job?: Yes No

If yes, explain the circumstances in detail: _____

Explain fully any gaps in your employment history: _____

May we contact you current employer?: Yes No If no, explain: _____

**** PREVIOUS EXPERIENCE**

Please indicate any actual experience that you may have that you feel is relevant to the position for which you are applying. Please attach any documentation that you feel would be relevant: _____

**** EDUCATIONAL BACKGROUND**

Academic Level	Years Completed	School Name and Location	Diploma/Degree	Course of Study or Major
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade, Correspondence or other				

**** PERSONAL REFERENCES**

List persons who know you well other than relatives and/or previous employees.

Name	Occupation	Address	Telephone Number	Number of Year Known

**** DRIVING INFORMATION**

Do you have a current driver's license? Yes No

State Issued: _____ License Number: _____ Expiration Date: ____/____/____

****EMERGENCY INFORMATION**

In case of an accident or other emergency, who should we contact?

Name: _____ Relationship: _____

Home Address: _____ Telephone Number: (____) ____-____

City State Zip Code

Secondary Number: (____) ____-____

Although the Boys & Girls Club of the Cumberland Plateau may keep this application on file indefinitely, it will be considered active for only ninety (90) days. If you wish to be considered for employment after that time, you must reapply.

I certify that all the information that I have provided on this application is true and accurate.

Date: ____/____/____

Signature of Applicant