



**BOYS & GIRLS CLUBS  
OF GORDON, MURRAY &  
WHITFIELD COUNTIES**

**EMPLOYMENT  
APPLICATION**  
*AN EQUAL OPPORTUNITY EMPLOYER*

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This application is to be active for a period of sixty (60) days only.  
Applicants must reapply after that time in order to be considered for any openings which might become available.

The Boys & Girls Club is a part of a nationwide and local youth effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth we serve, the Boys & Girls Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. All applicants are given equal consideration regardless of race, color, religion, creed, age, sex, disability, marital status, national origin or veteran status.

Each question should be answered in a complete and accurate manner. No action will be taken regarding this application until all questions have been answered.

**PERSONAL:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Mailing address City State Zip Code*

Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Are you over 18? Yes  No

Can you submit legal verification of your right to be employed in the United States? Yes  No

Have you ever been convicted of a felony? Yes  No

In the last three years have you been found guilty of any traffic violations? Yes  No

Are you presently charged with any violation of the law? Yes  No

If your response to any of the last three questions was "Yes," give the date, place and nature of each such conviction or pending charge:

\_\_\_\_\_  
\_\_\_\_\_

*NOTE: A conviction will not necessarily disqualify you from employment.*

Do you have any obligations or conditions which would limit your ability to work overtime? Yes  No

If yes, please explain: \_\_\_\_\_

Do you have adequate means of transportation, including a valid Georgia Drivers License that would allow you to drive for our organization? Yes  No

Drivers License – State: \_\_\_\_\_ Type/Class: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**EMPLOYMENT DESIRED:**

Are you seeking  Full-time  Part-time  Temporary or Summer Employment

Position applied for: \_\_\_\_\_ Minimum salary required per month: \_\_\_\_\_

Date available to start: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever applied to our company before? Yes  No  Have you ever worked for our company before? Yes  No

If you answered yes to either of the above questions, list when and where you applied/worked.

Are you now or do you expect to be engaged in any other business or employment? Yes  No

Are there any days or hours you would be unable or unwilling to work? Yes  No

If yes, please specify those days or hours you would be unable or unwilling to work \_\_\_\_\_

**EDUCATION:**

<i>Name, Address and Location</i>	<i>Dates</i>	<i>Graduate?</i>	<i>Courses Studied</i>
High School:	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:
College:	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:
Trade School, Business, Military School, etc.	From: To:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma:

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies? Yes  No  If yes, where and what courses? \_\_\_\_\_

List any scholastic honors, offices held and extra curricular activities involved in during high school and college. \_\_\_\_\_

List and describe any other School or Specialized Training. \_\_\_\_\_

List and describe experience you have had in the Boys & Girls Club or any other youth serving organization. \_\_\_\_\_

Have you ever served in the Military? Yes  No   
Service Branch: \_\_\_\_\_ Date Entered: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Discharged: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CAPABILITY/RELIABILITY:**

Is there any reason you would be unable or unwilling to perform any of the tasks required by the job you are applying for? Yes  No

If yes, explain \_\_\_\_\_

Will you abide by the safety rules of this company? Yes  No

Have you ever been disciplined for violating company policies? Yes  No

If yes, please explain: \_\_\_\_\_

Is there any reason why you would be unable/unwilling to report to work on time every day, on a regular and consistent basis?

Yes  No

If yes, please explain \_\_\_\_\_

**WORK HISTORY:**

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

\*\*\* DO NOT REFERENCE YOUR RESUME

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor:		Dates Employed		Pay
10 digit telephone #	Nature of Business:			From: Mo. _____ Yr: _____	To: Mo: _____ Yr: _____	Starting \$  Ending \$
Title						
Duties						
Reason for Leaving						

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor		Dates Employed		Pay
10 digit telephone #:	Nature of Business			From: Mo. _____ Yr: _____	To: Mo. _____ Yr: _____	Starting \$  Ending \$
Title:						
Duties:						
Reason for Leaving:						

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor:		Dates Employed		Pay
10 digit telephone #:	Nature of Business:			From: Mo. _____ Yr: _____	To: Mo. _____ Yr: _____	Starting \$  Ending \$
Title						
Duties						
Reason for Leaving						

**SUPPLEMENTAL EMPLOYMENT INFORMATION:**

Have you ever worked under another name? If so, please list the full name(s) \_\_\_\_\_

Are you presently employed? Yes  No

If yes, may we contact your present employer? Yes  No

Have you ever been fired or asked to resign from a job? Yes  No

If yes, please explain \_\_\_\_\_

**SPECIAL SKILLS:**

Do you type? Yes  No  WPM \_\_\_\_\_

Have you had any computer or word processing experience or training? Yes  No

If yes, please describe \_\_\_\_\_

Which office machines can you operate efficiently? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Use the space below to briefly describe why you are the right candidate for our organization. List skills which you possess that qualify you for a position within the Boys & Girls Club movement. (If you need more space, please continue on separate sheet.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Give three references, not relatives or former employers.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I authorize Boys & Girls Clubs of Gordon, Murray, & Whitfield Counties (BGCGMW) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and BGCGMW from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with BGCGMW. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCGMW has not employed me or immediate dismissal if BGCGMW has employed me. I also authorize BGCGMW 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 BGCGMW from all liability for its providing this information.

I understand that nothing in this employment application, in BGCGMW policy statements or personnel guidelines, or in my communications with any BGCGMW official is intended to create an employment contract between BGCGMW and me. I also understand that BGCGMW 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 if any employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCGMW retains the right to terminate my employment at any time for any reason.

I understand that an offer of employment may be conditioned upon the successful completion of a test for drug and/or alcohol abuse and may be conditioned upon the successful completion of a physical exam, and I will, upon request sign all necessary consent forms necessary so the BGCNWGA may complete its examination of my physical condition for the purpose of determining my ability to perform the essential functions of the job. Failure to sign this consent and the necessary consent forms will be deemed a withdrawal of my application for employment.

This application is not to be considered a contract of employment in any form, express or implied. Boys & Girls Clubs of Gordon, Murray, & Whitfield Counties is an at-will employer, which means your employment may be terminated at any time and for any reason. No statement to the contrary by an employee, officer, or agent of BGCGMW shall have any force or effect unless it is in writing and signed by the Chief Professional Officer.

**I hereby acknowledge that I have read and understand the preceding statements.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*