

BOYS & GIRLS CLUBS OF APPALACHIA

THE POSITIVE PLACE FOR KIDS

Application for Employment

(Please include all requested information even if previously submitted by resume)

P E R S O N A L	Last Name Middle		First Name	Date of Application
	Street Address			Home Telephone
	City Code	State	Zip	Business Phone
	Have you ever applied for employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ Where? _____			Cell Phone
	How were you referred to our organization? <input type="checkbox"/> Friend/Relative: _____ (name of person who <input type="checkbox"/> Newspaper: _____ (name of newspaper) <input type="checkbox"/> Employment Office: _____ <input type="checkbox"/> Other: _____ (Please specify)			eMail Address
	Are you applying for: _____ Full-time _____ Part-time _____ Summer _____ Yr round			Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any days/time that you are NOT available to work? Please list: _____			Pay Expected:
What skills or talents do you possess that you believe will help you with the job in which you are applying?			Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			How soon can you start work?	

E D U C A T I O N	School	Name & Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma Received
	Elementary		Not Applicable		<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
	High School (or GED)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business, Trade or Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Harlan County Boys & Girls Club, Inc. is an Equal Opportunity Employer

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment information. Start with your most recent employer.

1	Company Name	Telephone ()	
	Address	Employed (month & year) From: To:	
	Supervisor's Name	<input type="checkbox"/> Full time job <input type="checkbox"/> Part time job <input type="checkbox"/> Seasonal job	Weekly Pay \$
	Job Title: List Job Responsibilities:	Reason for Leaving	
2	Company Name	Telephone ()	
	Address	Employed (month & year) From: To:	
	Supervisor's Name	<input type="checkbox"/> Full time job <input type="checkbox"/> Part time job <input type="checkbox"/> Seasonal job	Weekly Pay \$
	Job Title: List Job Responsibilities:	Reason for Leaving	
3	Company Name	Telephone ()	
	Address	Employed (month & year) From: To:	
	Supervisor's Name:	<input type="checkbox"/> Full time job <input type="checkbox"/> Part time job <input type="checkbox"/> Seasonal job	Weekly Pay \$
	Job Title: List Job Responsibilities:	Reason for Leaving	
4	Company Name	Telephone ()	
	Address	Employed (month & year) From: To:	
	Supervisor's Name:	<input type="checkbox"/> Full time job <input type="checkbox"/> Part time job <input type="checkbox"/> Seasonal job	Weekly Pay \$
	Job Title: List Job Responsibilities:	Reason for Leaving	

TRAINING

Describe any training received relevant to the position for which you are applying.

PLEASE ANSWER ALL QUESTIONS IN THIS SECTION

1

Are you able to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No

2

Have you ever been arrested or convicted of any crime? ☐ Yes ☐ No

Please refer to Applicant Background Investigation page for details regarding our criminal background standards

3

Have you received any traffic citations or been involved in any automobile accidents in the past 36 months (including driving under the influence of drugs or alcohol)? ☐ Yes ☐ No

If yes, please explain.

REFERENCES

Complete information for at least three references.

Former employers/supervisors are preferred.

	Name	Kind of Reference (Personal or Professional)	How do you know this person? (e.g. Supervisor, Co-Worker, Friend, please explain)	Phone Number (REQUIRED)
1				
2				
3				
4				
We will also contact your prior employers unless indicate otherwise.		DO NOT CONTACT		
		Employer Number(s) _____ Reason: _____		

False information may be cause for withdrawal of offer or termination of employment.

I certify that all statements and information submitted on this application are true and correct.

Applicant Signature

Date Signed

APPLICATION FOR EMPLOYMENT

(Please include all requested information even if previously submitted by resume)

APPLICANT DISCLOSURE SECTION

Please read and initial the following paragraphs. The information summarized below places conditions on your possible employment with the Boys & Girls Clubs of Harlan County. If you do not understand any paragraph, please ask us for clarification. *Applicants must fully complete this form or be immediately disqualified from further consideration:*

Initial:

_____ **At-Will** provision: I understand that my employment with the company is entered into voluntarily and that I may resign at any time. Similarly, my employment may be terminated, with or without cause, for any reason at any time without previous notice.

_____ **Background Investigation** provision: I understand that I will be subject to a pre-employment criminal background investigation based on a fingerprint check. Any record of criminal activity may be cause for disqualification from employment. I also understand that my experience and academic credentials will be verified.

_____ **Pre-Employment Drug Screening** provision: I understand that I may be subject to a pre-employment drug test (urine analysis). Positive, altered or invalid test results; refusal to take the test, or not taking the test within the required time frame will be cause for disqualification from employment.

_____ **Safe-Driving** provision: I understand that certain positions may require me to operate a company or personal vehicle for transportation of children or company business. Any history of an unsafe driving record may be cause for disqualification from employment.

_____ **Truthfulness** provision: The information I have provided in the Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal.

_____ **Immigration Reform and Control Act** provision: I understand if I am offered employment, I will be required to provide immediate proof of my eligibility to work in the United States.

My signature below authorizes Boys & Girls Clubs of Harlan County to conduct a complete background investigation. I authorize the agencies contacted by Boys & Girls Clubs of Harlan County to provide the information requested, and I release them from liability for any information that they may provide. I understand that any offer of employment is contingent upon receipt of satisfactory reports concerning my pre-employment drug test, academic credentials and background investigation.

Signature

Date

AUTHORIZATION: CRIMINAL BACKGROUND INVESTIGATION

In order to perform our due diligence in protecting the well-being and safety of each member we serve, the Harlan County Boys & Girls Club performs yearly criminal background checks on all employees and volunteers that (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Felony convictions will automatically disqualify a candidate from volunteering. In addition, arrest, conviction, deferred adjudication and/or any presently pending criminal charges before a determination of guilt has been made will be considered disqualifying offenses for employee and volunteer positions for any of the following crimes:

- ALL crimes against children (including child pornography, child molestation, child abuse, abandonment, child neglect, enticing a child into a motor vehicle, structure or isolated area and endangering the welfare of a child).
- Crimes involving sexual assault, rape, criminal sexual contact or lewdness.
- Murder, manslaughter, or homicide.
- Stalking, kidnapping and related offenses involving restraint, imprisonment, or criminal coercion.
- Sale of controlled substances.
- Terrorist threats
- Cruelty to animals.
- Any attempt or conspiracy to commit any of the crimes listed.

All felonies and the barrier crimes listed above will automatically disqualify an applicant from volunteer service or employment at the Harlan County Boys & Girls Club, regardless of the amount of time that has lapsed since the offense. In addition, convictions for all other offenses (excluding minor traffic violations), will disqualify a candidate for a period of five (5) years after the offense. A candidate will also be disqualified if they refuse to consent to a criminal background check or make a false statement in connection with such criminal background check.

The Harlan County Boys & Girls Club reserves the right to consult legal counsel concerning any charges a background check may return. Furthermore, the Executive Director and Board President reserve the right to accept or reject volunteers as they see fit, regardless of criminal history.

Acknowledgments

Please sign

I understand that a condition for my status as a volunteer or staff member now or in the future depends, in part, on the results of a criminal background check. I have read and understand the disqualification policy of the Harlan County Boys & Girls Club as written above.

Signature

Date