



**BOYS & GIRLS CLUBS  
OF DUMPLIN VALLEY**

**EMPLOYMENT APPLICATION**  
(Revised 12/08)

**GENERAL INFORMATION:**

Name (print) \_\_\_\_\_  
First Middle Last

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address if not at present address for three years: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Social Security # \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_  
First Last Phone # \_\_\_\_\_

**EDUCATION:**

School	Name and Location	Major	From	To	Degree Received
High School					
College					
Technical School					

Please list any special training (first aid/CPR, art classes, computer training etc.) that you have received:

Volunteer Experience working with youth: If yes please explain:

Professional Societies, Associations, Awards, Publications: \_\_\_\_\_

Do you have a valid Tennessee Drivers License? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested or convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, describe on back)

Are there any days or times you are not available to work? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, describe on back)

If hired will you get your license to drive a bus at club expense? Yes \_\_\_\_\_ No \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Please start by listing your most recent or present employer and work back.

Previous Employment: \_\_\_\_\_ Title: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Previous Employment: \_\_\_\_\_ Title: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

Previous Employment: \_\_\_\_\_ Title: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

**On the back of this page write a brief explanation of why you want to work with the Boys & Girls Club:**

## CYTOMEGALOVIRUS

During a pregnancy when a woman who has never had CMV (cytomegalovirus) infection becomes infected with CMV, there is a potential risk that after birth the infant may have CMV-related complications, the most common of which are associated with hearing loss, visual impairment, or diminished mental and motor capabilities. Throughout the pregnancy, practice good personal hygiene, especially handwashing with soap and water, after contact with diapers or oral secretions (particularly with a child who is in day care).

### Childcare

Most healthy people working with infants and children face no special risk from CMV infection. However, for women of child-bearing age who previously have not been infected with CMV, there is a potential risk to the developing unborn child (the risk is described above in the Pregnancy section). Contact with children who are in day care, where CMV infection is commonly transmitted among young children (particularly toddlers), may be a source of exposure to CMV. Since CMV is transmitted through contact with infected body fluids, including urine and saliva, child care providers (meaning day care workers, special education teachers, as well as mothers) should be educated about the risks of CMV infection and the precautions they can take. Day care workers appear to be at a greater risk than hospital and other health care providers, and this may be due in part to the increased emphasis on personal hygiene in the health care setting.

Recommendations for individuals providing care for infants and children:

- Employees should be educated concerning CMV, its transmission, and hygienic practices, such as handwashing, which minimize the risk of infection.
- Susceptible nonpregnant women working with infants and children should not routinely be transferred to other work situations.
- Pregnant women working with infants and children should be informed of the risk of acquiring CMV infection and the possible effects on the unborn child.
- Routine laboratory testing for CMV antibody in female workers is not specifically recommended due to its high occurrence, but can be performed to determine their immune status.

TENNESSEE DEPARTMENT OF EDUCATION  
SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-1. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-1 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, [www.state.tn.us/so2/cu/ev/0520/0520-12/0520-12-01.pdf](http://www.state.tn.us/so2/cu/ev/0520/0520-12/0520-12-01.pdf) or by writing the Office of School-based Support Services, Tennessee Department of Education, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

**1. Organization and Administration, Chapter Section 0520-12-1-.06:**

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan, including the names of persons to whom the child may be released for each child.
- Staff records must also be kept on each employee that include educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures & this summary as well as a preplacement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space & supervision. Transportation provided by the center or under center authorization shall comply with state law.

**2. Staff, Chapter Section 0520-12-1-.07:**

**A. Qualifications:**

- The director is responsible for the day to day operations, including staff and program.
- Another person must be left in charge if the director is out.
- Any person with a condition that could be harmful to a child or a person convicted of a crime harmful to or involving a child must not be present.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have at least a high school diploma and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 hours in-service training each year and caregivers 12 hours.

**B. Supervision and Grouping of Children:**

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and not grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.
- *Please refer to ratio charts for specific adult:child ratios for each age group.*

**3. Equipment, Chapter Section 0520-12-1-.08:**

- All equipment must be in good condition and kept clean.
- There must be age appropriate equipment for all groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up that isn't in a playpen or crib.
- There must be enough equipment so children have choices.
- There must be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

**4. Program, Chapter Section 0520-12-1-.09:**

**A. Schedule and Routines:**

- Routines such as snacks, meals and naps must occur about the same time of day.
- Children must have time for free play as well as adult-directed activities.
- Children must have choices regarding activities and an opportunity to help plan activities.
- If TV programs, tapes and computers are used, other choices should be available.
- Parents must be informed of shows and movies to be shown.
- Staff must monitor computers.
- Outdoor play must be offered, weather permitting.
- A rest period must be offered for children up to 5 years of age in care 6 or more hours.
- Children should be able to form their own sleep patterns.
- A quiet area must be available for children.

- B. Behavior Management and Guidance:**
- Caregivers must be knowledgeable of developmentally appropriate behavior.
  - Discipline must be appropriate and redirection should be used when possible.
  - No corporal punishment is allowed.
  - Good behavior must be praised and encouraged.
  - Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate his/her feelings.
- C. Educational Activities:**
- Children must have opportunities for learning, self expression, and participation in activities each day.
  - Activities that provide for both large and small muscle use must be provided.
  - Children must receive child abuse awareness and personal safety information.
  - Child care programs shall provide opportunities for learning self expression and participation in a variety of creative activities.
- D. Nighttime Care:**
- If children receive night care, caretakers must provide a calm nurturing environment and a routine hygiene plan must be in place.
- 5. Health and Safety, Chapter Section 0520-12-1-.10**
- A. Children Health:**
- Children must have immunizations in accordance with current TN law and the center must have documentation for this as well as a physical for each infant/toddler.
  - Instructions for any child's special health needs must be documented.
  - Parents must be notified if their child is hurt and becomes ill.
  - All parents must be notified of any communicable diseases.
  - Medications must be labeled with instructions and must be kept under lock.
  - Documentation of administration and side effects must be kept.
  - There is to be no smoking in the presence of children.
  - The diapering area must be appropriate, near handwashing lavatory and cleaned after each changing.
- B. Staff Health:**
- Staff must have documentation they are physically and mentally able work with children.
  - Physicals are required every 3 years.
- C. Safety:**
- There must be a staff member present at all times who has current CPR and first aid training.
  - A first aid kit must be on the premises as well as a first aid chart.
  - There must be no firearms on the premises.
  - All dangerous utensils and tools must be out of reach of children.
  - General emergency telephone numbers must be posted and staff must have availability to children's emergency numbers at all times.
- 6. Food, Chapter Section 0520-12-1-.11**
- A. Nutritional Needs:**
- Children will receive meals and snacks based on the amount of time spent in the program.
  - Menus must be posted.
  - Consideration must be given to daily food requirements when planning menu.
  - Special diets and instructions must be provided in writing.
  - When introducing new foods to infants and toddlers, guidelines must be followed.
  - Parents and caregivers shall work together when weaning an infant and will not begin weaning when children are new to the program.
- B. Meal Service:**
- Children are to have appropriate size tables and chairs for meals and adults must sit with them.
  - Servings must be adequate.
  - Formula must be refrigerated upon receiving and not placed back in the refrigerator once warmed.
  - Open baby food jars must not be accepted.
  - Infants shall be held while being fed until the child is able to sit in a high chair, infant seat or at the table.
- 7. Physical Facilities, Chapter Section 0520-12-1-.12:**
- Centers must be in buildings that are not hazardous or dangerous to children.
  - All facilities must have annual fire and health inspections.
  - All centers must have a working telephone.
  - Centers must have 30 square feet of usable space per child, including naptime.
  - Playgrounds must have 50 square feet per child and safeguards must be in place, if warranted.
- 8. Care of Children with Special Needs, Chapter Section 0520-12-1-.13:**
- When a center serves children with special needs, they are to receive the same care and participate in the same activities, as appropriate.
  - Adaptations must be directed towards helping the child become independent and developing self-help skills.
  - Specialized services provided must be documented and information shared with appropriate parties.

**Professional References:**

List three professional references that can verify information regarding your character, general reputation, and professional abilities.

Name of Reference	Best Phone #	Relationship to Applicant	Address	Number of Years Known

**For Office Use Only:**

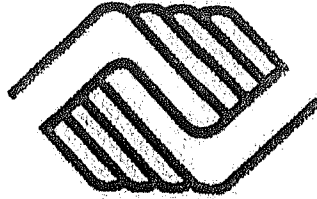
Name of Reference or Employer Contact	Person You Spoke With	Date Verified	Name of Supervisor who Verified

Every prospective employee must have at least 3 verified references"

**Verifications:**

I have received, read and had an opportunity to discuss with a supervisor the Summary of Child Care Requirements, the information sheet on Cytomegalovirus.

Signed: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_



**BOYS & GIRLS CLUBS  
OF DUMPLIN VALLEY**

**Consent Form for a Criminal Background Check**

I understand that the Boys & Girls Clubs of Dumplin Valley will conduct a criminal history background check as part of the procedure for processing my employment/volunteer application.

I understand that the Boys & Girls Clubs of Dumplin Valley will conduct an investigation that verifies my Social Security Number and includes obtaining information regarding my past employment and criminal background.

I understand that criminal history background check will include my counties of residence to search for criminal records.

I understand that before I am denied employment based on information obtained in the report, I will receive a copy of the report and a written description of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify the Boys & Girls Clubs of Dumplin Valley representatives three (3) business days of receipt of the report. If reported within this time, I will have a reasonable opportunity to address the information contained in the criminal history background check report.

I understand that the information contained in the criminal history background check will be available to those persons involved in making employment decisions or performing the background investigation and that this information will be used for the purpose of making employment decisions.

The Boys & Girls Clubs of Dumplin Valley employs First Advantage to conduct background checks for potential employees/volunteers.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

State of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Signature of Consent to Perform Background Check: \_\_\_\_\_



**BOYS & GIRLS CLUBS  
OF DUMPLIN VALLEY**

I hereby consent to submit to urinalysis and/or other tests as shall be determined by the Boys & Girls Clubs of the Dumplin Valley in the selected process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that EXPRESS HEALTH CLINIC

May collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said tests to the company.

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed at this Company.

I further agree to hold harmless the Company and its agents (including the above named physician or clinic) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with the Company's consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the forgoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and I have not been coerced into signing this document by anyone.

APPLICANTS NAME PRINTED: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS PRINTED NAME: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_



APPLICANT WAIVER

I am applying for employment/licensing/education/adoption with the following qualified entity: Boys & Girls Clubs of Dumplin Valley. By signing this waiver, I am agreeing to the release of any and all of my criminal history record information (CHRI), including any juvenile history that may be in the TBI and FBI criminal databases, to the aforementioned entity/agency. I further understand that my CHRI may not be disseminated across state lines pursuant to the NCPA/VCA.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Please fill in the following demographic data for the L-1 Identity Solutions Enrollment Services Division. This information is used to setup your fingerprinting screening.

Name: \_\_\_\_\_ Alias or Maiden Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Race: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**For Office Use Only:**

TN Sex Offender Registry  TN Abuse Registry  First Advantage-BGCA Package

## GUIDELINES FOR INTERACTION WITH MEMBERS

The following is a list of guidelines for all staff and volunteers to use while interacting with members at the Boys & Girls Club of the Smoky Mountains. Failure to follow these guidelines may result in immediate termination.

- ▶ As a volunteer/staff member with the Boys & Girls Club of the Smoky Mountains your most important job is to be a positive role model for the youth you are interacting with at all times.
- ▶ Remember that safety and security of children is the top priority. If it looks unsafe don't do it.
- ▶ When interacting with youth you must be firm, consistent and fair with your disciplinary approach. Remember consistency not severity of punishment is what works best.
- ▶ Do not initiate any physical contact with members. Keep in mind that such actions can easily be misinterpreted.
- ▶ When counseling members of the opposite sex it should be done in full view of other staff members. If counseling is to be done in a private room a staff member or volunteer of the same sex must be present.
- ▶ If you witness or have knowledge of any form of abuse (physical, sexual, verbal, etc.) You are to report it to the staff member in charge immediately.
- ▶ Do not get into conflicts with members, volunteers or staff. If a conflict arises, see the staff member in charge immediately.
- ▶ Never transport members anywhere in your car without first discussing the situation with the staff member in charge of the Boys & Girls Club facility.
- ▶ Religious services are considered valuable, but a volunteer/employee must respect a members religious preferences and beliefs. Volunteers/staff members should avoid teaching their own denominational doctrines or soliciting for church membership while at the Boys & Girls Club.
- ▶ We are not responsible for the loss of any personal property you may bring to the Boys & Girls Club. Please don't bring anything to the Club you cannot afford to lose.

I fully understand the guidelines for interacting with members described to me above. By signing this document I am acknowledging that I understand this policy approved by the Boys & Girls Club of the Smoky Mountains. Failure to follow this policy may result in termination of employment or volunteer service.

Signature \_\_\_\_\_ Date: \_\_\_\_\_