



Boys & Girls Clubs of Dumplin Valley Employment Application

Boys & Girls Clubs of Dumplin Valley (BGCDV) is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis. As part of the hiring process, applicants must complete fingerprinting, a background check, physical and drug screen.

Applicants who have been terminated or asked to resign from BGCDV within 5 years of the date of this application are not eligible for rehire consideration or as a volunteer. Applications are kept on file for 60 days. Please answer all questions accurately and completely. Print N/A in any space that does not apply to you. Incomplete applications will not be considered.

Applicant Information

Full Name: _____
Last First Middle

Address: _____
Street Address Apt./Unit #

City State Zip Code

Phone Number: _____ Email: _____

Emergency Contact Relationship Phone Number

Are you 18 years or older? Yes No Relatives working for BGCDV? Yes No Names: _____

Have you worked for the Boys & Girls Clubs before? Yes No (If yes, give location, dates and positions).

Position Interest

Position Applying For: _____ Today's Date: _____

Date available to start: _____ Days & hours available to work: _____

Education

Do you have a high school diploma or GED? Yes No

School Type	Circle Highest Level Completed	School Name & Location	Graduated (Yes or No)	Diploma or Degree	Course of Study or Major
High School	9 10 11 12				
College/University	1 2 3 4				
Graduate/Other					



Record of Employment

Identify your present & previous employers in chronological order with current and most recent employer listed first. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, give company information and supply a reference related to that business.

Company: _____ Supervisor: _____
 Address: _____ Phone: _____
 Job Title/s: _____ From: _____ To: _____
 Responsibilities: _____
 Reason for leaving: _____
 Starting Salary: _____ Ending Salary: _____ per (please circle) week month year
 May we contact this employer? Yes No

Company: _____ Supervisor: _____
 Address: _____ Phone: _____
 Job Title/s: _____ From: _____ To: _____
 Responsibilities: _____
 Reason for leaving: _____
 Starting Salary: _____ Ending Salary: _____ per (please circle) week month year
 May we contact this employer? Yes No

Company: _____ Supervisor: _____
 Address: _____ Phone: _____
 Job Title/s: _____ From: _____ To: _____
 Responsibilities: _____
 Reason for leaving: _____
 Starting Salary: _____ Ending Salary: _____ per (please circle) week month year
 May we contact this employer? Yes No

Do you have any military experience you would like to share? Yes No
If yes, branch and dates of service: _____

Do you have a valid Tennessee Driver's License? Yes No

If hired, would you be willing to get your license to drive a bus (offered at Club expense)? Yes No

Have you received any special training such as First Aide/CPR, computer training, classes on youth development or other specialty training? Yes No

Professional Societies, Associations, Awards, Publications:

Why do you want to work at the Boys & Girls Club?

List any volunteer experience working with youth:



List any job related skills or qualifications that support your application:

Criminal Background

Have you ever been convicted of, plead guilty or contest to a crime? Yes No

Are you currently awaiting trial, sentencing or disposition of a criminal charge? Yes No

If the answer is yes to either question, please explain (state date, type of offense/crime, place of occurrence, disposition, etc.):

Note: Conviction of a crime will not necessarily disqualify you for employment consideration. Each conviction will be judged on its own merit with respect to time and job relatedness.

Professional References

Please list three professional references. Do not include personal references like family members. References should be able to respond to a phone call or email to confirm relationship and provide a reference.

Full Name: _____ Relationship: _____
Company: _____ Address: _____
Phone Number: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Address: _____
Phone Number: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Address: _____
Phone Number: _____ Email: _____

Applicant's Statement

I certify that my answers are true and complete to the best of my knowledge. If I am hired, I understand that false or misleading information on my application, interview or during onboarding my result in my release and a withdrawal of the employment offer. Furthermore, I understand that Boys & Girls Clubs of Dumplin Valley (BGCDV):

- Will attempt to verify statements on my application and made during my interview. This will be done by contacting former employers, schools, and references. I release and agree to hold harmless any individual, employer, business, institution of government from all liability when furnishing information to BGCDV.
- Will attempt to contact my former employer/s. When contacted by BGCDV, I give permission for my former employers to answer any and all questions based on the information available to them in my prior employment



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records. I release BGCDV and former employers from liability related to the employer reference and information provided.

- Will collect investigative background information on me from previous employers, government agencies and other entities. **This includes information from but not limited to: a background check, fingerprinting, the state and national abuse registry, DHS/DOE licensing requirements, BGCA background and screening requirements, and other investigative information as required by local, state and Federal entities.** I understand that a positive drug test will result in a withdrawal of an employment offer. I understand that BGCDV will be transparent in sharing what companies are being used to collect data. I understand that these reports will include information as to my character, performance, education, compensation, experience and reasons for termination from previous employers.
- (If driving for the BGCDV) Will attempt to collect information related to past driving, criminal, civil and other activities as well as insurance claims.
- Will request information related to my identity and right to work in the United States of America. If I am offered a position with BGCDV and fail to provide this documentation (via the Employment Eligibility Form from the US Department of Homeland Security), I understand the offer of hire could be withdrawn.

In addition, I understand and accept the following:

- All hiring at BGCDV is at-will. I understand this application is not an employment contract and can not be used as one. Employment with BGCDV has no specific term and may be terminated by the employee or BGCDV with or without notice.
- If employed by BGCDV, I must conform to the rules of the organization. These are outlined in the employee handbook, code of ethics, guidelines for interactions with Club members and other documents as needed.
- BGCDV 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 alcohol test and/or medical examination to the extent permitted by applicable law.
- Although BGCDV may keep this application on file indefinitely, this application will be considered current and active for only 60 days. If I wish to be considered for employment after that time, I must reapply.
- Returning employees must go through the hiring process again if they have not worked in 90 days.

I also verify that:

- I have received, read and had an opportunity to discuss the Child Care requirements
- I have received, read and had an opportunity to discuss the information sheet on Cytomegalovirus.
- I have received, completed and returned the New Hire COVID-19 checklist
- I have received, completed and returned the consent form for background check and applicant wavier for fingerprinting
- I have received, completed and returned the physical/drug screen form for Express Health

I have read and understand the above applicant statement and confirm that it is correct to the best of my knowledge.

Signature

Date

Print Name



BOYS & GIRLS CLUBS
OF DUMPLIN VALLEY

Consent for a Criminal Background Check & Fingerprinting

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

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

I understand that the information contained in the criminal background check will be available to representatives from BGCDV in order to make employment decisions.

I understand that BGCDV will conduct an investigation that verifies my Social Security number and includes obtaining information regarding my past employment and criminal background.

I understand that the 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 can request a copy of the report and a written description of my rights under the EEOC.

I understand that if I disagree with the accuracy of any information in the report, I must notify representatives from BGCDV within three (3) business days of the 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.

Applicant Wavier/Release

Boys & Girls Clubs of Dumplin Valley uses the L-1 Identity Solutions Enrollment Services Division from IdentoGo. This information is used to set up your fingerprinting screening.

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.

Please fill in the following demographic information to consent to fingerprinting and background checks:

Full Name: _____ Today's Date: _____

Date of Birth: _____ Social Security Number: _____

Current Address: _____

Gender/Sex: _____ Height: _____ Weight: _____

Race: _____ State of Birth: _____ Country of Birth: _____

Hair Color: _____ Eye Color: _____ Alias/Maiden Name: _____

Signature of Consent to Perform Background Check & Fingerprinting



BOYS & GIRLS CLUBS
OF DUMPLIN VALLEY

Consent for Health Screen & Drug Test

Boys & Girls Clubs of Dumplin Valley employees Express Health to conduct health screens & drug tests for potential employees/volunteers.

I hereby consent to submit to urinalysis and/or other tests as shall be determined by the Boys & Girls Clubs of Dumplin Valley (BGCDV) 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 and herby authorize the release of the results of said tests to the organization (BGCDV).

I understand that is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed at this organization. I further agree to hold harmless the organization 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 with the organization's consideration of my employment application.

I understand that **Express Health Clinic** will conduct a pre-employment physical that includes a basic health screen. For those applying to drive for the organization, the physical may include additional tasks as required by TN Department of Transportation and licensing requirements. I understand these results may be viewed by representatives for the organization. I further agree and herby authorize the release of the said physical results to the organization. (BGCDV)

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.

Please fill in the following demographic information to consent to health screen/physical & drug testing:

Full Name: _____

Date of Birth: _____ Social Security Number: _____

Today's Date: _____

Signature of Consent to Health Screen & Drug Test

Review of Childcare Requirements

I have been informed that Boys & Girls Clubs of Dumplin Valley is a licensed childcare facility through the Tennessee Department of Education. I have received a copy of the Summary for Childcare Approval Requirements and I understand I need to follow these requirements if I am hired by BGCDV.

Today's Date: _____

Signature to Acknowledge Review of Childcare Requirements



BOYS & GIRLS CLUBS
OF DUMPLIN VALLEY

CYTOMEGALOVIRUS

During pregnancy when a woman who has never had cytomegalovirus (CMV) infection becomes infected with CMV, there is a potential risk after birth the infant may have CMV related complications, the most common of which are 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 childbearing 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, when 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 education concerning CMV, its transmission and hygiene practices, such as handwashing, which minimize the risk of infection.
- Susceptible nonpregnant women working with infants and children should not be routinely transferred to other work situations.
- Pregnant women working with infants and children should 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.

I have received and read the above information about cytomegalovirus. I understand that if hired, I can contact my supervisor at any time for additional information about CMV.

Signature

Date

Print Name



COVID-19 New Hire Checklist

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. **Adults over age 65 and people of any age with serious underlying medical conditions** including, but not limited to, **HIV, asthma and other respiratory conditions**, and **pregnancy**, may be a **higher risk for more serious complications from COVID-19**.

Employees working with the public, like those employed by Boys & Girls Clubs of Dumplin Valley, may have increased exposure to COVID-19. The Club will put in place preventative measures to reduce the spread of COVID-19, but can not guarantee that employees will not become infected by COVID-19.

Please sign below to indicate that you have read the above information related to COVID-19 risks, as well as the exposure risks associated with working with the public.

I have read the above information: _____



Boys & Girls Clubs of Dumplin Valley (BGCDV) has COVID-19 specific requirements related to new hires. Answering yes to the questions below does not make a new employee ineligible for hire. Please answer truthfully to avoid misrepresentation.

Please answer the full word "yes" or "no" on the checklist below.

Symptoms Related to COVID-19

Healthy employees are important for healthy kids. New hires are asked to disclose information about their COVID-19 related health prior to employment. Answering yes does not mean that employees are ineligible; it will likely mean that the new hire will be asked to wait 14 days from the date of this document before starting work at the Club.

____ Have you traveled outside the state of Tennessee in the past 14 days?

____ Are you currently experiencing any COVID-19 related symptoms?

____ Have you tested positive for COVID-19? If yes, please provide the date and a release from your doctor to return to work.

Background Checks/Health Screenings

BGCDV completes the following on new employees upon hiring: background check, fingerprinting with the Tennessee Bureau of Investigation, and review of the national and state sexual abuse registry. In addition, staff have to complete a physical and drug screen. Due to COVID-19, the state has temporarily suspended fingerprinting with TBI. In addition, BGCDV can not safely ask a new hire to complete a physical.

____ Once restrictions are lifted, do you agree to complete your fingerprinting?

____ Once restrictions are lifted, do you agree to complete your physical & drug screen?

Families First Coronavirus Act

COVID-19 provides many new changes to unemployment and the family medical leave act. The Families First Coronavirus Act (FFCRA) provides expanded medical leave and paid time off. This time off is cumulative from employer to employer.

____ Have you used any paid time off through the FFCRA?

Other

Employees should be able to 1) lift 40 pounds; 2) stand, walk and monitor a space; 3) clean using chemicals. Some people may be considered high risk for COVID-19 due to health issues. For example, an employee may have asthma and need to limit exposure to cleaning chemicals. While you don't have to disclose this information, you have the option of providing it so that accommodations can be made.

____ Do you have any other factors that you would like to disclose?

If yes, please list:

Signed: _____

Printed Name: _____

Date: _____

School-Age (K and 12 years)							1:20
13 to 18 years							1:30

2. Chart 2 - Multi-Age Grouping and Adult:Child Ratio Chart

Maximum Group Size and Adult:Child Ratio							
Multi-Age Grouping	8	16	18	20	22	24	No Max
Infants/Toddlers: 6 wks. – 30 mos.	1:5						
2-4 years		1:8					
2.5 - 3 years (30 – 47 mos.)			1:9				
2.5 - 5 years				1:11			
2.5 – 12 years	1:10						
3 – 5 years (includes 3 – 4years)					1:13		
4 - 5 years						1:16	
5 - 12 years							1:20
13 to 18 years							1:30

3. Staff, Chapter Section 0520-12-01-.07

A. Responsibility for Staff and General Staff Qualifications:

- The director shall be responsible for the day to day operations, including staff and program.
- An assistant director or other staff member shall be designated to be in charge in the absence of the director and all staff shall be notified of this designation.
- No individual with a prohibited criminal history may work, substitute or volunteer in a program
- 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 High School Diploma (or Department recognized equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department 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 clock hours in-service training each year and caregivers 12 clock hours.

4. Equipment for Children, Chapter Section 0520-12-01-.08

- All indoor and outdoor equipment shall be well made, safe and kept clean.
- There must be developmentally appropriate equipment for all age 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 without the restraint of playpens or cribs.
- There must be enough equipment so children have choices.
- There shall 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.
- There shall be equipment for napping or sleeping for each preschool child who is in care for six (6) hours or more.
- 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.

5. Program, Chapter Section 0520-12-01-.09

A. Schedule and Routines.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.
- There shall be a balance between child's choice and adult-directed activities.
- Other activity choices shall be available to children during television/movie viewing or computer use.

- Parents shall be informed of movie showings and video/computer games and their ratings.
- Computers, if used, shall be located in view of a caregiver for monitoring purposes.
- An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.
- A reclining rest period of at least one (1) hour shall be provided for all preschool children in care for six (6) hours or more.
- Each child shall be allowed to form his own patterns of sleep.

B. Behavior Management and Guidance.

- Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- Praise and encouragement of good behavior shall be used.
- When a child is engaging in unacceptable behavior the caregiver shall, prior to disciplining the child, first distract the child’s attention and substitute a desirable activity.
- Attention spans and skills of children shall be considered so that caregivers do not require children to engage in developmentally inappropriate behavior.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate a need to use the bathroom.

C. Educational Activities

- A daily program shall provide opportunities for learning, self-expression, and participation in a variety of creative activities such as art, music, literature, dramatic play, science, and health.
- Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.

D. Nighttime Care

- If children receive night care, caretakers must provide a calm, nurturing environment and a routine hygiene plan must be in place.

6. Health and Safety, Chapter Section 0520-12-01-.10

A. Children’s Health

- Children’s health records shall be maintained as directed under subchapter 0520-12-01-.05.
- Each child shall be immunized according to the current Department of Health guidelines unless exempted pursuant to subchapter 0520-12-01-.05(8). Programs serving non-school-age children shall maintain written policies for dis-enrollment of children who fail to comply with Department of Health immunization guidelines in a timely manner.
- Parents of every child enrolled shall be notified immediately if any communicable disease has been introduced into the program:
- Parents must be notified if their child is hurt and becomes ill.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects of any medication given must be kept.
- Smoking is not permitted in the presence of children.
- The diapering area must be appropriate, near hand washing lavatory and cleaned after each diaper change.

B. Staff Health

- Staff must have documentation that the staff person is capable of safely and appropriately providing care for children in a group setting. The documentation shall be on file within ten (10) calendar days of employment or starting to work.
- A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department.
- Physicals are required every 3 years.

C. Safety

- There shall be a staff member present at all times who has current certification in CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.

- There shall be no firearms on the premises.
- Emergency telephone numbers shall be posted next to all telephones and be readily available to any staff member.
- Kitchen knives and other potentially dangerous utensils or tools shall be secured so that they are not accessible to children.

7. Food, Chapter Section 0520-12-01-.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.
- New foods shall be introduced to infants and toddlers one at a time over a five (5) to seven (7) day period with parent's approval.
- Parents and caregivers shall work together when weaning an infant to insure consistency in the weaning process. Weaning shall be delayed until after an infant adjusts to group care.

B. Meal Service

- At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them in accordance with subsection 0520-12-01-.06(1)(d).
- Milk shall be placed immediately in the refrigerator.
- All formulas remaining in bottles after feeding shall be discarded.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Infants shall be held while being fed as long as they are unable to sit in a high chair, an infant seat, or at the table.

8. Physical Facilities, Chapter Section 0520-12-1-.12

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- There shall be a working telephone in the center.
- A minimum of thirty (30) square feet of usable indoor play space shall be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.

9. Care of Children with Special Needs, Chapter Section 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

10. After School Programs serving Adolescents Chapter Section 0520-12-01-.15

- Rules are modified to meet the appropriate developmental stages of the adolescent regarding staff ratios and supervision as well as activities appropriate for this age group.

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261
(NASHVILLE AREA) 615-313-4820**



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