



EMPLOYMENT APPLICATION

DATE	NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER

ADDRESS (Street, City, State, Zip)	HOW LONG?	PHONES
Street <input type="text"/>		HOME
City/State/Zip <input type="text"/>		WORK
		CELL

POSITION REQUESTED	INCOME REQUESTED	DAYS/TIMES AVAILABLE	DATE CAN START	APPLIED BEFORE?	LIST FRIENDS/RELATIVES WORKING FOR BGCVB

HAVE YOU EVEN BEEN CONVICTED OF A CRIME? IF YES, EXPLAIN	ANY PHYSICAL OR MENTAL CONDITIONS WHICH MAY LIMIT ABILITY TO PERFORM WORK APPLIED FOR? IF YES, EXPLAIN

HAVE YOU EVEN BEEN HOSPITALIZED OR INSTITUTIONALIZED FOR A PSYCHIATRIC OR EMOTIONAL CONDITION? IF YES, EXPLAIN & GIVE DATES.

HAVE YOU EVEN BEEN CRIMINALLY CHARGED WITH ANY CRIME RELATED TO THE MISTREATMENT, ABUSE OR MOLESTATION OF CHILDREN? IF YES, EXPLAIN

DRIVER'S LICENSE:		HAVE YOU HAD ANY TRAFFIC TICKETS OR MOVING VIOLATIONS IN THE PAST 3 YEARS?	HAVE YOU EVEN BEEN BONDED?	HOW WERE YOU REFERRED TO US?
STATE	NUMBER			

EDUCATION:	SCHOOL	CITY/STATE	MAJOR	FROM	TO	GRADUATE?	DEGREE
College							
High School							
Other							

(over)

ADMIN ONLY	LOCATION _____	EFFECTIVE DATE _____	POSITION _____
	RATE _____ PER _____	SUPERVISOR _____	
	UNIT DIRECTOR APPROVAL _____		ADMIN APPROVAL _____
	DATE _____	DATE _____	

WORK HISTORY:						
FROM	TO	EMPLOYER & ADDRESS	PHONE	SUPERVISOR	POSITION	REASON FOR LEAVING

MAY WE INQUIRE OF YOUR CURRENT EMPLOYER?	MILITARY EXPERC.	FROM	TO	FINAL RANK	SCHOOLS OR TRAINING	CITIZEN?

WHAT EXPERIENCE WORKING WITH 6-18 YEAR OLDS & THE GENERAL PUBLIC HAVE YOU HAD?

WHAT EXPERIENCE HANDLING MONEY HAVE YOU HAD?	WHAT COMPUTER SKILLS / KNOWLEDGE DO YOU HAVE?
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PERSONAL REFERENCES:				
NAME	ADDRESS	PHONE	YRS KNOWN	RELATIONSHIP

EMERGENCY CONTACTS:	NAME	PHONES:		
		HOME	WORK	CELL
1st				
2nd				

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION:
 I understand that if I am employed and if any statement herein is not true, or if my references are not entirely satisfactory to the BGCVB, I may be released for either of these reasons, and I will be paid only through the day of release. I further understand and agree that when my employment is terminated by any means, I must return all BGCVB's property in my custody, including but not limited to, office keys, materials and any monies due BGCVB before I am entitled to final payment of any amounts due me upon separation. I recognize the right of BGCVB to use any recognized investigative technique for the detection of illegal drugs, or alcohol use, abuse or possession, or theft of property on or involving BGCVB's property or premises. As a condition of employment, I agree to cooperate fully in any such investigation, including participation in blood and urine tests or polygraph tests, where permitted by law. I authorize BGCVB to make such investigations and inquiries of my persona, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or other persons from all liability in responding to inquiries in connection with my application. I agree that if I am hired, my employment can be terminated with or without cause and without notice at any time at the option of BGCVB. I agree to give two weeks notification in the event I terminate my employment.

 Signature _____
 Date

 Date of Birth

FORM A - ABUSE AND DRUG POLICY

The undersigned person submits the following information for the purpose of inducing the Boys and Girls Club of Van Buren (BGCVB) to employ the undersigned or permit the undersigned to act as a volunteer worker for BGCVB

1. The undersigned represents and warrants that all of the information contained herein is true, correct and complete, and that if any of such information becomes incorrect or incomplete after the date hereof, the undersigned will immediately notify the CEO of BGCVB of such change.

2. The undersigned has attached hereto, a copy of the undersigned's current driver's license (both sides) and social security card. The undersigned authorizes BGCVB to conduct investigations of, make inquiries about, take statements from, and obtain reports from, private individuals and governmental entities, which information relates to any of the matters set forth in this application, and to use and release to third parties the applicant's personal information on this form in furtherance of the investigations and inquiries set forth herein. Additionally, the undersigned agrees to execute such other documents as BGCVB may request, authorizing state and/or federal entities to release information to BGCVB concerning any of the matters set forth herein.

Date

Printed Name

Witness

Signature

Address

Address

Phone

Phone

Date of Birth

SS#

Boys and Girls Club of Van Buren is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Boys and Girls Club of Van Buren conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks. Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys and Girls Club of Van Buren will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography