



BOYS & GIRLS CLUBS
OF NORTH CENTRAL
NORTH CAROLINA

APPLICATION FOR EMPLOYMENT

Date: _____ Social Security No.: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Mailing Address (if different): _____
City State Zip

Phone #: _____ Referred By: _____

18 Yrs or Older?: Yes No Related to B&GC Member?: Yes No

Related to B&GC Employee?: Yes No Employee's Name: _____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Are You Employed Now?: Yes No
If So, May We Contact Your Employer?: Yes No

Ever Applied to B&GC Before? Yes No Where? _____ When? _____

EDUCATION

	Name & Location of School	Years Completed	Did You Graduate?	Subjects Studied / Degree(s) Received
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business / Correspondence		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills (typing, driver's license, etc.): _____

Activities Other Than Religious (Civic, Athletic, etc.): _____

EXCLUDE ORGANIZATIONS THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

PREVIOUS EMPLOYMENT

List below your last four employers, starting with most recent

Start Date End Date	Employer's Name and Address	Supervisor's Name Phone	Ending Salary	Position	Reason for Leaving

REFERENCES

List below 3 persons, not related to you, whom you have known at least one year.

Name	Address	Phone #	Years Known
1			
2			
3			

If you are to be hired by the organization, you will be required to attest to, and present documents confirming, your identity and employment eligibility. You cannot be hired if unable to comply with these requirements.

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

AUTHORIZATION

I certify that the facts contained in this Application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the organization.

I understand and agree that nothing contained in this Application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the discretion of the organization. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding on the organization unless made in writing. I understand that filling out this application does not indicate that there is a position open, and does not obligate the organization to hire.

If I am offered employment, I agree to submit to a drug test at any time deemed appropriate by the organization and as allowed by law. I consent to such tests, and I request that the results of the tests be disclosed to the organization, which results shall remain confidential and segregated from my personnel file. I understand that my employment, to the extent permitted by law, is conditional and dependent upon satisfactory drug tests and background checks. If I am hired, a condition of my employment will be that I abide by the organization's Drug and Alcohol Policy.

Applicant's Signature: _____ Date: _____



Background Check Information

<i>Office use only:</i>	
Club Location: _____	Staff Requesting Check: _____
Volunteer Type: _____ (coach / tutor / etc.)	

**The Club pays for this background check.
Please complete it carefully, legibly and accurately. Thank You.**

Full Name: _____

Maiden Name or Alias Names: _____

Social Security Number: _____ - _____ - _____ Sex: _____

Date of Birth: _____ Phone Number: (____) _____ - _____

Current Street Address: _____

City: _____ State: _____ Zip code: _____

I hereby authorize the Boys & Girls Clubs of North Central North Carolina and/or LexisNexis to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment or volunteering.

I release Boys & Girls Clubs of North Central North Carolina and/or LexisNexis and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regard to the information obtained from any and all of the above referenced sources.

I understand that any offer of employment/volunteerism is contingent on a satisfactory background investigation. I also understand that this form will be kept in my permanent file if I am employed or volunteer. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge. I understand that background checks will be conducted in the future using this same authorization form as my release and permission for doing so.

Signature: _____ Today's Date: _____

Emergency Contact # _____ (in case of illness or injury)