



**BOYS & GIRLS CLUB**  
of the Capital City

925 E. Atchison Ct., Jefferson City, MO 65101 Telephone Number (573) 634-2582, Fax (573) 638-0350

# Employment Application

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

Please submit a copy of your Social Security card *or* Birth Certificate *and* a copy of your Driver's License along with this application.

## FOR OFFICE USE ONLY

Date of interview: \_\_\_\_\_

|            |       |
|------------|-------|
|            |       |
|            |       |
|            |       |
|            |       |
|            |       |
|            |       |
|            |       |
| Hire Date: | Site: |

**PERSONAL INFORMATION**

|  |         |   |                     |
|--|---------|---|---------------------|
| NAME (Last)  | (First) | (M)   | TELEPHONE NUMBER(S) |
| OTHER NAMES USED   |         |   | EMAIL ADDRESS       |
| PRESENT ADDRESS  |         |   |                     |
| PERMANENT ADDRESS, IF DIFFERENT  |         |   |                     |
| ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?<br>___ YES<br>___ NO  |         | ARE YOU AT LEAST 18 YEARS OLD?<br>___ YES      ___ NO |                     |
| HOW WERE YOU REFERRED TO BOYS & GIRLS CLUB OF THE CAPITAL CITY?  |         |   |                     |
| PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUB (if any, give dates, position, location)  |         |   |                     |
| RELATIVES EMPLOYED BY BOYS & GIRLS CLUB OF THE CAPITAL CITY (if any, give dates, position, location)   |         |   |                     |
| HAVE YOU BEEN CONVICTED OF, PLED GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please give place of occurrence, state, date, court, type of crime, disposition)<br><br>___ YES _____<br><br>_____<br><br>___ NO _____<br><br><i>Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and relevance to the job position.</i> |         |   |                     |

**EMPLOYMENT DESIRED**

|  |  |
|--|--|
| TITLE OR CATEGORY  | SALARY REQUIREMENTS                          |
| DATE AVAILABLE   | DO YOU HAVE TRANSPORTATION OR WILL YOU WALK? |
| Are you seeking employment:<br>___ Full-Time      ___ Part-Time      ___ Temporary      ___ Summer |  |

**EDUCATION**

| SCHOOL  | NAME & LOCATION | MAJOR | GRADUATE? |    | DEGREE |
|---|-----------------|-------|-----------|----|--------|
|   |                 |       | YES       | NO |        |
| HIGH SCHOOL   |                 |       |           |    |        |
| COLLEGE OR UNIVERSITY                                 |                 |       |           |    |        |
| OTHER SCHOOLS<br>(e.g. Graduate, technical, military) |                 |       |           |    |        |

**WORK HISTORY***Start with current or last employer first. Do not detail duties and responsibilities if described in attached résumé.*

|  |                    |                  |                          |
|--|--------------------|------------------|--------------------------|
| <b>COMPANY NAME</b>  |                    | YOUR TITLE       |                          |
| COMPANY ADDRESS  |                    |                  |                          |
| START DATE   | END DATE           | STARTING SALARY  | ENDING SALARY            |
| SUPERVISOR'S NAME  | SUPERVISOR'S TITLE | TELEPHONE NUMBER | MAY WE CONTACT EMPLOYER? |
| BRIEFLY DESCRIBE YOUR DUTIES & RESPONSIBILITIES  |                    |                  |                          |
| REASON FOR LEAVING   |                    |                  |                          |
| <b>COMPANY NAME</b>  |                    | YOUR TITLE       |                          |
| COMPANY ADDRESS  |                    |                  |                          |
| START DATE   | END DATE           | STARTING SALARY  | ENDING SALARY            |
| SUPERVISOR'S NAME  | SUPERVISOR'S TITLE | TELEPHONE NUMBER | MAY WE CONTACT EMPLOYER? |
| BRIEFLY DESCRIBE YOUR DUTIES & RESPONSIBILITIES  |                    |                  |                          |
| REASON FOR LEAVING   |                    |                  |                          |
| <b>PLEASE PROVIDE ANY RELEVANT WORK OR VOLUNTEER EXPERIENCE DEALING WITH CHILDREN.</b> |                    |                  |                          |
| Company Name:  |                    |                  |                          |
| Your Title:  |                    |                  |                          |
| Start Date/End Date:   |                    |                  |                          |
| Supervisor Name/Title/Telephone Number:  |                    |                  |                          |
| Reason for leaving:  |                    |                  |                          |

**PLEASE PROVIDE ANY RELEVANT WORK OR VOLUNTEER EXPERIENCE DEALING WITH CHILDREN.**

Company Name:

Your Title:

Start Date/End Date:

Start Date/End Date:

Supervisor Name/Title:

Reason for leaving:

**REFERENCES**

| Name | Contact | Relationship |
|------|---------|--------------|
|      |         |              |
|      |         |              |
|      |         |              |

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Club of the Capital City (BGCC) will attempt to verify statements made on my application and made during my employment interview. I understand that the Boys & Girls Club of the Capital City must perform a criminal background check on me because I will be working with and around children. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCC's review of this application and my candidacy for employment, I release BGCC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

(\*Place your **INITIALS** in the appropriate space to indicate and document your consent to this authorization.)

\_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB APPLICANT AGREEMENT**

I understand that BGCC requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application or my résumé may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCC.

I also authorize BGCC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of Boys & Girls Clubs of America (BGCA). I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCC has a similar right. I understand my employment by BGCC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCC. I also understand that BGCC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the Board of Directors of the BGCC has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 require that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCC's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCC will attempt to verify statements made on my application and made during my employment interview.

I hereby acknowledge that I have read and understand the preceding statements

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER.** Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability. (Revised 2/14/08 WHP)