

BOYS & GIRLS CLUBS OF NORTH CENTRAL TEXAS

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Application for Employment
 Applicants Will Be Background Checked
 & May Be Tested For Illegal Drugs

PLEASE COMPLETE PAGES 1 THRU 6
Page 1 of 5

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Date: _____
 Position applying for: _____ Salary desired: _____
 Bilingual: Yes No If yes, language? _____ (BE SPECIFIC)

Name: _____
Last First Middle Maiden

Present Address: _____
Number Street City State Zip

How long at this address: _____ Social Security No. _____ - _____ - _____

Former Address: _____
(If Less than 3 years) Number Street City State Zip

Telephone: (____) _____ Cell: (____) _____

Work #: (____) _____ Email Address: _____

Best way to reach you: Home # Cell# Work# Email Best time: _____

Are you under 18 years of age? Yes No If yes, please list your age: _____

Position Desired: Part-time Full-time Seasonal Any thing available
 Date Available to Start Work: _____ Available to work weekends: Yes No
 If attending College, are you currently on an **Approved Work Study Program**: Yes No
 If yes, you will need to provide verification along with a statement of your remaining funds and for which semester they may be used. If no, will you be applying for Work Study? Yes No

Days/hours available for work:

No Preference		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION City & State	GRADUATED Yes or No	MAJOR, DEGREE OBTAINED & GPA UPON GRADUATION
High School				
College				
Bus or Trade School				
Professional School				

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HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:

Means of transportation to work: Own car Other (explain) _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

License#: _____ State of Issue: _____ Expiration Date: _____

Type of License: Operator Commercial (CDL) Chauffeur

Driving Record

Have you had any accidents during the past three years? Yes No How many? _____

Have you had any moving violations during the past three years? Yes No How many? _____

Is your license currently suspended? Yes No

Please list any Educational Experience and Technical Skills (include degree of proficiency rating with 5 being the highest level): _____

Did you complete this application yourself? Yes No

If No, who did and why? _____

Military Information

Have you ever been in the Armed Forces? Yes No

Are you now a Member of the National Guard? Yes No

Specialty _____ Date Entered _____ Date Discharged _____

Note:

An application form sometimes makes it difficult to adequately summarize a complete background. You may attach a resume to this application form in lieu of completion of pages 3 and 4 provided the information requested is included on your resume including your salary history and name of former supervisor and contact information.

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Work Experience:

Please list your work experience for the past five years beginning with your most recent job held.
If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supv	Employment Dates From: To:	Pay or Salary Start: Final:
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Your last Job Title: _____

Reason for Leaving (Be Specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at the company.

May we contact this employer: Yes No

Name of Employer Address City, State, Zip Code Phone Number	Name of last Supv	Employment Dates From: To:	Pay or Salary Start: Final:
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Your last Job Title: _____

Reason for Leaving (Be Specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at the company.

May we contact this employer: Yes No

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PLEASE READ CAREFULLY

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APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the Boys & Girls Clubs of North Central Texas. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of the employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Boys & Girls Clubs of North Central Texas, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Boys & Girls Clubs of North Central Texas. may end the employment relationship at any time, without specified noticed of reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of this employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

This Boys & Girls Clubs of North Central Texas. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing the application form and for your interest in our business.

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CONSENT FOR CRIMINAL & SEXUAL OFFENDER BACKGROUND HISTORY CHECK

It is the policy of the Boys & Girls Clubs of North Central Texas to require Criminal and Sexual Offender background checks on all individuals being considered for employment and/or a volunteer position within the organization. The cost of the background check is borne by the applicant/volunteer.

I hereby give my permission for the Boys & Girls Clubs of North Central Texas, Inc. to obtain information relating to my Criminal and Sexual Offender history record through Lexis Nexis-Securint. The Criminal & Sexual Offender history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part, to determine my eligibility for employment and/or to serve as a volunteer with the organization.

I also understand that as long as I remain an employee or volunteer with the Boys & Girls Clubs of North Central Texas the Criminal and Sexual Offender history records check may be repeated at any time. I understand that I will have an opportunity to review the Criminal and Sexual Offender history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify and hold the Boys & Girls Clubs of North Central Texas. officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee/volunteer. A photocopy of this form with my signature is as valid as the original.

Applicant's/Volunteer's Signature

Social Security Number

Please Print Name (Last, First, Middle)

List Maiden Name and/or other Name(s) Used

Date of Birth

Sex Race

Drivers License No. State Issued

Home Telephone Number & Cell Number

Address/City/State/Zip

List prior address(es) where you have lived starting with most recent (include County & State) during past 5 years: