



**BOYS & GIRLS CLUBS  
OF HALL COUNTY**

**EMPLOYMENT APPLICATION**  
*Equal Opportunity Employer*

**GENERAL**

NAME (Last) (First) (Middle Initial) Date

OTHER NAMES USED

PRESENT ADDRESS (City, State, Zip)

SOCIAL SECURITY NUMBER HOME PHONE BUSINESS PHONE

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? IF YOU ARE A RESIDENT ALIEN, PLEASE GIVE YOUR ALIEN NUMBER OR PRESENT YOUR RESIDENT ALIEN CARD. ARE YOU AT LEAST 18 YEARS OF AGE? IF NOT, DO YOU HAVE A WORK PERMIT?

HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF HALL COUNTY (BGCHC)?

PREVIOUS EMPLOYMENT WITH BGCHC (If any, give dates, position, location)

RELATIVES EMPLOYED BY BGCHC (If any, give dates, positions)

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED NOLO CONTENDRE TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

**POSITION APPLIED FOR**

TITLE OR CATEGORY SALARY REQUIREMENTS

DATE AVAILABLE FOR EMPLOYMENT

**EDUCATION**

Table with columns: SCHOOL, NAME AND LOCATION, MAJOR, GRADUATE (YES/NO), DEGREE. Rows include High School, College or University, and Other Schools.

**MILITARY BACKGROUND**

TITLE OR CATEGORY UNIT (ARMY, NATIONAL GUARD, AIR FORCE, NAVY, MARINES)

DATES OF SERVICE MOS/TRAINING

ARE YOU U.S. VETERAN? YES NO

**WORK EXPERIENCE**  
Start with current or last employer first.

<b>COMPANY NAME</b>		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

<b>COMPANY NAME</b>		YOUR TITLE	
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
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BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

**ALL APPLICANTS**

TYPING SPEED:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?  
If, No please explain below.

**REFERENCES**

NAME	ADDRESS	OCCUPATION	NO. OF YEARS KNOWN

**ARE YOU A FORMER BOYS & GIRLS CLUB MEMBER?**    YES    NO

**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Clubs of Hall County (BGCHC) will attempt to verify statements made on my application and made during my employment interview. 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 BGCHC's review of this application and my candidacy for employment, I release BGCHC 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 BGCHC 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.

\_\_\_\_ \*Yes   \_\_\_\_ \*No   (\*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **JOB APPLICANT AGREEMENT**

I understand that Boys & Girls Clubs of Hall County 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 may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCHC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCHC.

I also authorize BGCHC 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 BGCHC 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 BGCHC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCHC has a similar right. I understand my employment by BGCHC 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 BGCHC. I also understand that BGCHC 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 Chief Professional Officer of BGCHC has authority to make any other agreement.

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

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

\_\_\_\_\_  
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 9-04)