

PRINT NAME _____

DATE _____

EMPLOYMENT APPLICATION



BOYS & GIRLS CLUBS
OF LANIER



EMPLOYMENT APPLICATION
 Equal Opportunity Employer
PLEASE PRINT CLEARLY

NAME (Last) (First) (Middle Initial)	Date:
Present Address:	
Social Security Number (Last four digits):	
Phone Number:	CELL EMAIL ADDRESS
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO	ARE YOU AT LEAST 18 YEARS OF AGE? IF NOT, DO YOU HAVE A WORK PERMIT? YES NO YES NO
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF LANIER (BGCL)?	
PREVIOUS EMPLOYMENT WITH BGCL (If any, give dates and location)	
RELATIVES EMPLOYED BY BGCL (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 SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/ORALCHOHOL-RELATED OFFENSES, ASSAULT, ETC)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): YES _____ NO 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 job relatedness.	
POSITION APPLIED FOR	
TITLE OR CATEGORY	SALARY REQUIREMENTS
DATE AVAILABLE	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

EDUCATION

SCHOOL	NAME AND LOCATION		GRADUATE YES OR NO Start Date/ Grad Date		DIPLOMA OR DEGREE EARNED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military; etc.)					

MILITARY BACKGROUND: Army National Guard Air Force **DATES OF SERVICE:** _____
 Coast Guard Navv Marines Are you a U.S. Veteran? Yes No

WORK EXPERIENCE MUST HAVE COMPLETE INFORMATION

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE			
COMPANY ADDRESS (Street & No.)			(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY		
SUPERVISORS NAME	SUPERVISORS TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? YES NO		
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES					
REASON FOR LEAVING					
COMPANY NAME		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? YES NO		

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Lanier (BGCL) 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 BGCL's review of this application and my candidacy for employment, I release BGCL 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 BGCL 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 your consent)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Lanier (BGCL) 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 BGCL. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCL.

I also authorize BGCL 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 BGCL 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 BGCL. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCL has a similar right. I understand my employment by BGCL 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 BGCL. I also understand that BGCL 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 Chief Executive Office of BGCL 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 BGCL's ability to this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCL 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 JUNE 2017

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