

Date Received: \_\_\_\_\_  
 Scheduled Interview: Yes / No  
 Interview Date: \_\_\_\_\_  
 Hired: Yes / No  
 Start Date: \_\_\_\_\_  
 Pay Rate: \_\_\_\_\_



**BOYS & GIRLS CLUB**  
OF EL DORADO

# Employment Application

*Equal Opportunity Employer*

<b>NAME (Last)</b>	<b>(First)</b>	<b>(Middle)</b>	<b>TELEPHONE (Area Code)</b>	
<b>OTHER NAMES USED:</b>			<b>EMAIL ADDRESS:</b>	
<b>PRESENT ADDRESS:</b>			<b>T-SHIRT SIZE:</b>	
<b>DATE OF BIRTH:</b>		<b>SOCIAL SECURITY NUMBER:</b>		<b>DRIVERS LICENSE # &amp; STATE</b>
<b>Are you authorized to work in the United States?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>Are you at least 18 years of age?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Location applying for: (Check all that apply)</b> <input type="checkbox"/> El Dorado-Youth Center <input type="checkbox"/> Teen Center <input type="checkbox"/> Smackover-Norphlet <input type="checkbox"/> Prime Time-HG <input type="checkbox"/> Prime Time-NW <input type="checkbox"/> Prime Time-Y				
<b>RELATIVIVES EMPLOYED BY BGCE (if any, give dates, position):</b>				
<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? (If yes, please explain):</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>POSITION APPLIED FOR</b>				
<b>TITLE OR CATEGORY:</b>			<b>SALARY DESIRED:</b>	
<b>DATE AVAILABLE:</b>			<b>DAYS &amp; TIMES AVAILABLE:</b>	
<b>EDUCATION</b>				
<b>SCHOOL</b>	<b>NAME &amp; LOCATION</b>	<b>MAJOR</b>	<b>YEAR GRADUATED</b>	<b>DEGREE</b>
<b>HIGH SCHOOL</b>				
<b>COLLEGE</b>				
<b>OTHER SCHOOLS</b> (Graduate, Technical, Business, Military, etc.)				

**WORK EXPERIENCE****(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)**

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING PAY	ENDING PAY
SUPERVISORS NAME	SUPERVISORS TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

**WORK EXPERIENCE****(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)**

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING PAY	ENDING PAY
SUPERVISORS NAME	SUPERVISORS TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

**WORK EXPERIENCE****(Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.)**

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS		CITY, STATE	ZIP
DATE STARTED	DATE LEFT	STARTING PAY	ENDING PAY
SUPERVISORS NAME	SUPERVISORS TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

**REFERENCES**

NAME	RELATIONSHIP	PHONE NUMBER	EMAIL
1.			
2.			
3.			

**Can you perform this job (as detailed verbally or in the job description) with our without a reasonable accommodation?**

YES
  NO

**Accommodation (s):** \_\_\_\_\_

I authorize Boys & Girls Clubs of El Dorado/Boys & Girls Clubs of Smackover-Norphlet (BGCE/BGCSN) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and BGCE/BGCSN from any and all liability arising from their giving or receive information about my employment history, my academic credentials or qualifications and my suitability for employment with BGCE/BGCSN. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCE/BGCSN has not employed me or immediate dismissal if BGCE/BGCSN has employed me. I also authorize BGCE/BGCSN to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release BGCE/BGCSN from any and all liability for its providing this information.

I understand that nothing in my employment application, in BGCE/BGCSN's policy statements or personnel guidelines, or in my communications with any BGCE/BGCSN official is intended to create an employment contract between BGCE/BGCSN and me. I also understand that BGCE/BGCSN 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 if any employment relation is established, I have the right to terminate my employment at any time for any reason. I also understand that BGCE/BGCSN retains the right to terminate my employment at any time for any reason.

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

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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.



BG Check Date: \_\_\_\_\_

Accepted: Yes / No

## AUTHORIZATION FOR BACKGROUND CHECK

Please read and sign this form in the space provided below:

I, \_\_\_\_\_, hereby authorize the Boys & Girls Club of El Dorado to obtain information in relation to my criminal history as received through First Advantage Volunteer Advantage. The criminal history record, as received from the reporting agencies, may include juvenile offenses, 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 of an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, understand, do, for myself, my heirs, executor and administrators, hereby remise, release and forever discharge and agree to indemnify the volunteer center of the Boys & Girls Clubs of El Dorado and each of their 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 attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employee

**GREAT FUTURES START HERE.**