

BOYS AND GIRLS CLUBS OF CENTRAL TEXAS

304 West Avenue B

Killeen, TX

(254) 699-5808

VOLUNTEER WORKER APPLICATION/AGREEMENT

UNIT YOU WOULD LIKE TO VOLUNTEER FOR: W Hall Bigham Teen Ctr Georgetown Copperas Cove Lampasas Gatesville
 Fairway MS Union Grove MS Liberty Hill MS Live Oak MS

FIRST NAME _____ M/I _____ LAST NAME _____

DRIVERS LICENSE # _____ STATE _____ EMAIL _____

SOCIAL SECURITY # _____ - _____ - _____ DATE OF BIRTH ____/____/____

STREET ADDRESS _____ HOME PHONE _____

CITY _____ STATE _____ ZIP _____

EMPLOYER _____ JOB TITLE _____

JOB DESCRIPTION _____

EMPLOYER ADDRESS _____ WORK PHONE _____

CITY _____ STATE _____ ZIP _____

IMMEDIATE SUPERVISOR _____

USUAL WORKING HOURS _____

PLEASE DESCRIBE WORK (paid or volunteer) **EXPERIENCE** WHERE YOU HAVE BEEN INVOLVED WITH YOUTH SUPERVISION (boys and/or girls 6-18 years of age).

WHAT DAYS/HOURS WOULD YOU USUALLY BE AVAILBALE TO WORK WIOTH YOUTH PROGRAMS AT OUR CLUB?

PLEAS CHECK ACTIVITIES YOU WOULD FEEL COMFORTABLE SUPERVISING/COACHING

- | | | | |
|---|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> TACKLE FOOTBALL | <input type="checkbox"/> HEAD | <input type="checkbox"/> ASSISTANT | <input type="checkbox"/> HOMEWORK ASSISTANCE |
| <input type="checkbox"/> BASKETBALL (BOYS / GIRLS | <input type="checkbox"/> HEAD | <input type="checkbox"/> ASSISTANT | <input type="checkbox"/> COMPUTER LAB |
| <input type="checkbox"/> VOLLEYBALL | <input type="checkbox"/> HEAD | <input type="checkbox"/> ASSISTANT | <input type="checkbox"/> WEIGHT TRAINING |
| <input type="checkbox"/> GAMEROOM ACTIVITIES | | | <input type="checkbox"/> CRAFTS / CREATIVE ARTS |
| <input type="checkbox"/> GYM ACTIVITIES | | | <input type="checkbox"/> FISHING / CAMPING |
| <input type="checkbox"/> WRESTLING | | | <input type="checkbox"/> GUN SAFETY |
| <input type="checkbox"/> WOODWORKING | | | <input type="checkbox"/> GYMNASTICS |
| <input type="checkbox"/> PHOTOGRAPHY | | | <input type="checkbox"/> KARATE |
| <input type="checkbox"/> COOKING CLASS | | | <input type="checkbox"/> SPECIAL GIRLS PROGRAMS |
| <input type="checkbox"/> ELECTRONICS | <input type="checkbox"/> OTHER/S | _____ | <input type="checkbox"/> MENTORING |

ADDITIONAL INFORMATION: _____

I wish to donate my time to the youth at Boys and Girls Clubs of Central Texas. I will abide by all club policies and program guidelines. While youth are under my supervision, I will enforce all club rules and immediately relate any discipline problems and/or injuries to a club director. I do not use any type of illegal drugs and promise not to be in the presence of youth while under the influence of alcohol, nor will I have the smell of alcohol on my breath. As a BGCCT volunteer, I understand club officials may , at any time, invoke any/all of the following; run a complete police records background check, require me to take a drug test (at club expense), require me to submit a detailed written statement explaining any incident/actions taken by me in which an injury or complaint is involved. I authorize the administering health official to release results of required medical/drug to BGCCT without advance notice to me or without recourse from me. I further encourage, without recourse, local law enforcement agencies to release their opinion of my suitability to work with youth at BGCCT, after reviewing by available criminal record I may haven accumulated. WITH MY SIGNATURE, I AGREE TO THE TERMS STATED ABOVE AND ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I AM NOT COVERED BY CLUB INSURANCE AND MAY BE REMOVED AND/OR REASSIGNED FROM MY VOLUNTEER STATUS AT ANY TIME BY A CLUB DIRECTOR.

SIGNATURE _____ DATE _____



DRUG AND ALCOHOL FREE WORKPLACE

Verification of education, former employment, personal references, credit check, drug test, criminal history, and driving record will be undertaken for each employee of and volunteer applicant to the Boys & Girls Clubs of Central Texas to determine suitability for the position.

The Club is committed to creating and maintaining a drug free workplace. This policy applies to all applicants for employment, to all employees in all job classifications, and volunteers. Substance abuse which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated on or off the Boys & Girls Club's property. It is a condition of employment to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug and Alcohol Free Workplace Policy. Employees/Volunteers determined to be under the influence of drugs or alcohol, including the unlawful use of lawful substances, or who violate this policy in other ways, is subject to immediate discharge.

The Boys & Girls Clubs of Central Texas strictly prohibits the following:

- a) The use, possession, sale, or transfer of alcohol on Boys & Girls Club property or illegal drugs/inhalants on and/or off the Boys & Girls Club property.
- b) The use, possession, or being under the influence of alcohol and/or illegal drugs on Club property or while on Club business.
- c) Being under the influence of any prohibited drug on Club property or while on Club business.
- d) Use of alcohol or any illegal drug off Club property that affects the employee's work performance; his, her, or other people's safety; or the employee's position and/or reputation in the community.

Any person who observes the use or possession of drugs in the workplace in violation of this policy should report it to management or be subject to disciplinary action for failure to do so.

"For Cause" Drug Testing

In the event that employee is suspected of drug use in violation of this policy the Boys & Girls Clubs of Central Texas will administer a "for cause" drug test. "For cause" drug testing would only be issued when the Club feels it is absolutely necessary to determine the use/abuse of drugs. As stated in the Drug and Alcohol Free Workplace policy, it is a condition of employment to refrain from using drugs.

Any employee who refuses to take the test or interferes with testing procedures may be subject to disciplinary action, up to and including termination.

"Random" Drug Testing

It is the Club's policy not to employ persons who use illegal drugs. Accordingly, BGCCT shall have the right to require an employee to submit to testing for drug use as a continuing condition of employment. Monthly, an unaffiliated outside source designates up to three employees for random drug testing. An employee who refuses to submit to random drug testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

EMPLOYEE/APPLICANT/VOLUNTEER SIGNATURE

DATE



BOYS & GIRLS CLUBS
OF CENTRAL TEXAS
"The Positive Place For Kids"
304 WEST AVENUE B
KILLEEN, TX 76541
(254) 699-5808

BACKGROUND POLICY AND RECORDS CHECK

All staff (paid & volunteer) of the BGCCT, agree that background checks can include but are not limited to verification of education, former employment, personal references, credit check, drug test, criminal history, and driving record. BGCCT policy states that, whenever possible, this permission/information form, along with the appropriate application and other specified documents/releases must be signed and returned to the administrative office before the applicant is allowed to come into contact with youth members. We feel this precaution is warranted since our club provides recreational, vocational, and educational programs and activities for community youth ages 6-18 years of age. Each applicant is requested to detail any/all anticipated entries that might return on their record voluntarily while application is being completed.

The BGCCT has an adopted policy on what offenses and time lapse is acceptable. With your signature below, you authorized the BGCCT to perform a background and records check to help determine the feasibility of your being assigned a position at with BGCCT. I also agree that background and records checks will be done annually, as long as I am an employee/volunteer with the BGCCT.

Note: Applicants with sex and/or drug related offenses on their records are normally automatically disqualified.

First Name _____ M/I _____ Last Name _____
 Address _____ City _____ State _____ Zip _____
 Date of Birth _____ Place of Birth _____
 Drivers License # _____ State _____
 Social Security # _____ - _____ - _____ Race _____ Sex _____

ENTRIES THAT I ANTICIPATE BEING LISTED IN MY RECORD CHECK

OFFENSE	DATE	MANNER OF DISPOSITION/PUNISHMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

You may use the back of this form to add any details you feel important and beneficial to club staff. I authorize the BGCCT, without recourse or advance notice to me, to check for any criminal records I may have accumulated and use it along with the information I have provided in this application to determine my suitability for the position indicated on the application.

 Signature of Employee or Volunteer

 Date



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<http://www.cbclub.org>

**CHEMICAL SCREENING CONSENT AND RELEASE FORM
APPLICANTS/EMPLOYEES/VOLUNTEERS**

I, _____, (paid/volunteer staff member's name), hereby, acknowledge that I have been informed of BGCCT "Drug and Alcohol Free Workplace" policy and agree to be bound by this policy for purposes of applying for, accepting, or continuing employment or volunteer assignment at the BGCCT. I also hereby state that I am not a user of controlled substances, except under medical conditions.

I understand and consent freely and voluntarily to BGCCT request for a urine specimen or other specimen. I release and hold harmless the BGCCT, the Laboratory, and their employees or agents from any liability arising from BGCCT request to furnish this and or other specimen; and any decisions made concerning my employment or volunteer assignment based upon the results of the tests. I consent to allow designated physician, laboratory, hospital, or medical professional to perform appropriate chemical tests for the presence of alcohol, drug, or controlled substances and to release the results of these tests to BGCCT. I further release any of the above individuals or company from any liability arising from the release of this information.

By my signature below, I consent to the terms as described above:

Applicant/Employee/Volunteer Signature

Date

Social Security # _____ - _____ - _____