

BOYS & GIRLS CLUBS of CENTRAL TEXAS, INC.
304 West Avenue B
Killeen, TX 76541
(254) 699-5808

EMPLOYMENT APPLICATION

DATE _____

LOCATION _____

NOTE TO ALL APPLICANTS:

The Boys & Girls Clubs of Central Texas (BGCCT) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application for all positions, applications are judged for completeness and neatness in addition to experience, training, and other data provided. Include all pertinent information that might enhance your qualifications.

PERSONAL INFORMATION:

Name: _____ Social Security #: _____

Street Address: _____ City: _____ State: _____ Zip Code _____

How long have you lived at your current address: _____

Please list addresses for the last 5 years: _____

Home Phone: _____ Cell Phone: _____

Are you 18 years of age or older? _____ Are you authorized to work in the US? _____

****Have you been convicted of a felony or misdemeanor within the last 5 years? _____**

If yes, please explain.

EMPLOYMENT DESIRED:

Position applying for: _____

What interests you about the position for which you are currently applying? _____

What has prepared you for the position for which you are currently applying? _____

BGCCT HAS A VERY SERIOUS RESPONSIBILITY TO PROTECT THE HEALTH, SAFETY AND WELFARE OF THE YOUTH WE SERVE. WE ALSO HAVE A CONCERN FOR YOU, THE PROSPECTIVE NEW EMPLOYEE. THEREFORE, WE REQUIRE THE FOLLOWING INFORMATION:

Have you ever been accused or charged with physically, sexually, or emotionally abusing a child or an adult? _____

If yes, please explain. _____

Do you use illegal drugs? Y/N _____

Driving a Boys & Girls Club vehicle may be one of your assigned duties, pending an acceptable driving record.

_____ CDL? Y/N _____
 DRIVER LICENSE NUMBER STATE EXPIRATION DATE

Have you ever been arrested or charged with DWI or reckless driving? _____

Has your driver's license ever been revoked or suspended? _____ If yes, explain _____

EMPLOYMENT HISTORY

Dates of Employment (Start with most recent)	Company Name Address/City/State/Zip	Immediate Supervisors Name and Phone Number	Position Held	Reason for Leaving
Started: _____ Ended: _____				
Started: _____ Ended: _____				
Started: _____ Ended: _____				
Started: _____ Ended: _____				

JOB RELATED SKILLS: (typing, computer skills, special license, OJT, etc)

LIST ANY BACKGROUND IN YOUTH WORK THAT MIGHT ASSIST US IN PLACING YOU:

LIST HOBBIES OR SKILLS YOU HAVE THAT MIGHT ENHANCE OUR PROGRAM: _____

EDUCATIONAL HISTORY

DATES (Start with most recent)	School Name Address/City/State/Zip	Type of School	Name of Program or Degree	Program Completed?
Started: _____ Ended: _____				
Started: _____ Ended: _____				
Started: _____ Ended: _____				

REFERENCES

Reference Name	Address (City/State/Zip)	Daytime Phone #	How long have you known this person?	Has this person agreed to provide a reference?
Professional/Civic				
Professional/Civic				
Personal				
Personal				
Family Member				

VOLUNTEER EXPERIENCE

Please list your volunteer experiences (use back if needed).

Organization	Duties	Dates	Contact Person	Phone #

The BGCCT appreciates your willingness to share your gifts and skills. Providing safe and secure programs for our youth is of the utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please initial each of the statements below.

_____ I declare that all statements contained in the application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from BGCCT involvement.

_____ I understand that filling out this form does not indicate there is a position open and does not obligate BGCCT to hire.

_____ I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, **my employment will be "at will"** and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or BGCCT. No promise of employment has been made to me, and I understand that no such promise or guarantee is binding upon BGCCT unless made in writing.

_____ I hereby authorize the BGCCT to conduct personal and professional background checks for the purposes of my application. The BGCCT may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the BGCCT contact with the individuals for purposes of employment or volunteer services.

_____ I also hereby give complete permission for the BGCCT to conduct a criminal background check, arrest records check, abuse registry check, fingerprinting, credit check, and driving record check for the purposes of my employment or volunteer services. I understand that I will be required to complete a drug screen and background check prior to employment.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

_____ I understand that a criminal background check will be conducted prior to and annually during my service. I authorize investigations of all statements contained in the application.

_____ I agree to observe all guidelines and policies of the BGCCT. The BGCCT retains the right to revise its policies and procedures, in whole or in part, at any time.

_____ I understand that the BGCCT has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the BGCCT cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or adults is grounds for immediate dismissal and possible criminal charges.

_____ I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or a vulnerable adult and that I have never been accused of these acts.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the BGCCT of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature: _____ Date: _____

CODE OF CONDUCT

- Club staff will exhibit the highest ethical standards and personal integrity
- Club staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Club staff will not physically, sexually, or emotionally abuse or neglect a minor or adult.
- Club staff will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Club staff will report any suspected abuse or neglect of a minor to their immediate supervisor who has the responsibility to notify the appropriate authorities.
- Club staff will accept their personal responsibility to protect minors and adults from all forms of abuse.

PLEASE PRINT

DATE: _____

NAME: _____

POSITION: _____

SIGNATURE: _____

DRUG AND ALCOHOL FREE WORKPLACE

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

The Club is committed to creating and maintaining a drug free workplace. This policy applies to all applicants for employment and to all employees in all job classifications. 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 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, are 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.

APPLICANT/EMPLOYEE/VOLUNTEER SIGNATURE

DATE