

APPLICATION

Check One: EMPLOYMENT VOLUNTEER

The Boys & Girls Club is a "Drug Free" work place. We perform "Background Checks" on each prospective employee. A background check is performed on applicants reaching a level of an offer.

Date _____

Personal Information

NAME (LAST NAME, FIRST NAME)		SOCIAL SECURITY NO.	If volunteer BIRTH DATE
ADDRESS	CITY	STATE	ZIP CODE
PREVIOUS ADDRESS (to cover 3yrs.)	CITY	STATE	ZIP CODE
PHONE NO.	REFERRED BY		

Position Desired (for volunteers, please indicate an area of specialty you would prefer)

POSITION	AVAILABLE FOR:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	DATE AVAILABLE
ARE YOU EMPLOYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU APPLIED HERE BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, WHERE?		WHEN?
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? <i>IF SO, STATE NATURE OF OFFENSE, DATE, STATE, AND DISPOSITION.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO

Education Background

LIST SCHOOLS ATTENDED (Include Middle & High School, College, Military and/or related courses):	YEARS ATTENDED	MAJOR	DID YOU GRADUATE

Employment History (List most recent employment first)

DATE (Month & Year)	EMPLOYER (Name, Address & Telephone)	ENDING SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

(CONTINUED ON OTHER SIDE)

References (List people who would have knowledge of your professional qualifications – Please do not list relatives)

NAME	BUSINESS OR OCCUPATION	TELEPHONE NUMBER
1.		
2.		
3.		

Emergency Contacts (List people that we should contact in the event of an emergency with you)

NAME	ADDRESS	TELEPHONE NUMBER
1.		
2.		
3.		

Additional Information (Briefly describe any training, hobbies, interests or volunteer experiences related to working with youth)

AGENCY OR EXPERIENCE LOCATION	DESCRIBE ACTIVITIES PERFORMED

Applicants' Consent

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND COMPLETE. I AUTHORIZE THE BOYS & GIRLS CLUBS TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY EMPLOYMENT, REFERENCES OR OTHER RELATED MATTERS, AS MAY BE NECESSARY, IN ARRIVING AT A DECISION FOR A POSITION. I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ALL LIABILITY IN RESPONDING TO INQUIRES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR ANY STEP IN THE SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. FURTHER, I UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE BOYS & GIRLS CLUBS POLICIES, PRACTICES AND PROCEEDURES.

Date _____

Signature _____

Applicant – PLEASE DO NOT WRITE BELOW THIS LINE

REMARKS:	
Date	Note(s)

The **Positive Place For Kids**



BOYS & GIRLS CLUB
OF POMONA VALLEY

BACKGROUND CHECK AUTHORIZATION

Notice and Authorization for Consumer Report and Investigative Consumer Report

I do hereby give my consent to the Boys & Girls Club of Pomona Valley to conduct a background check regarding my application of employment, paid and/or volunteered.

Prior to taking an adverse action based, in whole or part, on the information contained in your report, the Boys & Girls Club of Pomona Valley will provide you with a Notification of Pre-Adverse Action that will accompany a copy of your report and a summary of your rights under the Fair Credit Reporting Act (FCRA). Employment with the Boys & Girls Club is contingent upon the successful completion of a background check.

Hereafter, the Boys & Girls Club of Pomona Valley policy will be as follows:

All employees will be required to update their information as the occurrence occurs i.e., any and all Misdemeanors and/or Felonies and in addition any moving traffic violation; these are reportable events that must be reported to the Area and/or Executive Director within five days of the final disposition. Anyone not reporting additional information hereafter; will be in violation of said policy described above and will be subject to disciplinary action up to and including termination.

In addition, all employees are hereby advised that the Boys & Girls Club of Pomona Valley will initiate updates on an annual basis.

My signature below authorizes the procurement of consumer reports and/or investigative consumer reports by Boys & Girls Clubs prior to, during or any time after my employment at the Boys & Girls Clubs commences.

Signature: _____ Date: _____

Print
Name: _____

ATTENTION EMPLOYER: If this form is used to authorize an Investigative Consumer Report a copy of this Notice must be mailed or otherwise delivered to the individual not later than three days after you first request the report. Also, you will have to certify to the consumer-reporting agency that you have provided the requested notice to the individual.

The Positive Place For Kids



**BOYS & GIRLS CLUB
OF POMONA VALLEY**

DRUG FREE WORKPLACE

The Boys & Girls Clubs is committed to maintaining its Club facilities as a Drug Free Workplace. The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Further, all employees are prohibited from entering the work place under the influence of controlled substances.

All employees both paid and volunteers are required as a condition of employment to abide by this policy and to inform their immediate supervisor of policy violations. In addition, the employee will be required to notify the Boys & Girls Clubs in writing, within five calendar days, of a conviction for a violation of a criminal drug statute occurring in the workplace.

Employees violating this policy will be subject to disciplinary action ranging from a warning to mandatory counseling and treatment, to suspension or termination.

The Boys & Girls Clubs will provide educational materials and programs on drug abuse, and make available information on treatment services. It will also notify funding agencies as defined by the Drug Free Workplace Act of 1988, when an employee is convicted of violating a criminal drug statute in the workplace.

Pre-Employment Physical

Employment with the Boys & Girls Clubs is contingent upon the successful completion of a pre-employment physical. This physical will be conducted at no cost to the employee. Please schedule your physical upon employment approval as soon as possible. The physical telephone and location will be provided to you at the time of approval.

Signature: _____ Date: _____

Print
Name: _____