



**BOYS & GIRLS CLUB**  
Of the Alma Area, Inc.

EMPLOYMENT APPLICATION  
Equal Opportunity Employer

GENERAL

NAME (Last)                      (First)                      (Middle Initial)                      Telephone

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Other names used

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PRESENT ADDRESS

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Are you authorized to work in the United States? If you are a resident alien, please give your alien number or present your resident alien card.

Yes            or            No

Are you at least 18 years of age?

Yes            or            No

If not, do you have a work permit?

Yes            or            No

How were you referred to Boys and Girls Club of America (B&GCA)?

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Previous Employment with B&GCA (if any, give dates, position, location)

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Relatives Employed by B&GCA (if any, give dates, positions)

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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/or alcohol related offenses, assault, etc.)? Yes No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? Yes No

If the answer to either question is yes, please explain (state, date, court, type of crime of occurrence, disposition):

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Note: Conviction of a crime will not necessarily disqualify you for employment. Each will be judged on its own merit w/ respect to time and job relatedness

## POSITION APPLIED FOR

Title or Category

Salary Requirements

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Date available

Willingness to travel?

## EDUCATION

SCHOOL

NAME & LOCATION

MAJOR GRADUATE

DEGREE

## WORK EXPERIENCE

COMPANY NAME

YOUR TITLE

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COMPANY ADDRESS

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START DATE

END DATE

STARTING SALARY

ENDING SALARY

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SUPERVISOR'S NAME

SUPERVISOR'S TITLE

PHONE

MAY WE CONTACT?

YES NO

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# ALL APPLICANTS

Typing Speed \_\_\_\_\_

Please list all software application skills:

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Office machines you can operate:

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

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## **AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that the Boys and Girls Club of the Alma Area (BGCAA) 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 BGCAA's review of this application and my candidacy for employment, I release BGCAA 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 BGCAA can contact references and make a full background check of my previous work history will be deemed interference with and withdrawal of my application for employment.

\_\_\_\_\_ YES\*      \_\_\_\_\_ NO\*      (\*place your initials in the appropriate space to indicate and document your Consent to this authorization.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# JOB APPLICANT AGREEMENT

I understand that Boys and Girls Club of the Alma Area (BGCAA) 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 BGCAA. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCAA.

I also authorize BGCAA 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 BGCAA 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 BGCAA. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCAA has a similar right. I understand my employment by BGCAA 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 BGCAA. I also understand that BGCAA 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 Executive Director of BGCAA has authority to make any other agreement.

The immigration Reform and Control Act of 1986 require that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCAA's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCAA 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, MARTIAL STATUS,  
RACE, COLOR, CREED, NATIONAL ORIGIN OR DISABILITY.**

## **AUTHORIZATION FORM**

During the application process and at any time during the tenure of my employment with Boys and Girls Club of the Alma Area (BGCAA), I here by authorize Choice Point Services Inc., on behalf of BGCAA to procure a consumer report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other sources required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the back ground verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

## **BACKGROUND VERIFICATION DISCLOSURE**

As a part of the employment process, Boys and Girls Club of the Alma Area (BGCAA) will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

\_\_\_\_\_  
Applicant/Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip