

BOYS & GIRLS CLUBS OF WELD COUNTY
P.O. Box 812, Greeley, CO 80632
APPLICATION FOR EMPLOYMENT OR VOLUNTEER

The Boys & Girls Clubs of Weld County has been part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. Therefore, in order to safeguard the well being of the youth served, the Boys & Girls Club will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies, police and other government agencies. **Any individual with a felony conviction or a misdemeanor conviction related to violence, alcohol, drugs, or sex offense involving a minor may not be considered for employment or a volunteer position.** After offer of employment, a statement of good health may be required from a physician.

Please answer all questions on pages 1, 2 & 3

IDENTIFICATION INFORMATION

Date _____

(circle one) Mr. Mrs. Miss. Ms

Name: _____ Social Security Number _____
 First MI Last

Alias / Aka / Maiden Name: _____

Names of parents/guardians if minor: _____

Present Address: _____

Permanent Address: _____

Previous Address: _____
 Street City State Zip Code

Present Phone: _____ Permanent Phone: _____

Email Address: _____

EMERGENCY INFORMATION

In case of an emergency notify: _____ Phone: _____

Address: _____
 Street City State Zip Code

EMPLOYMENT DESIRED

Position applying for: _____ Pay desired: _____

Full time: _____ Part time: _____ Volunteer: _____ Date you can start work: _____

Any days you cannot work? _____ Why? _____

EMPLOYMENT HISTORY

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Pay: Starting _____ Ending _____

Employed from: _____ to: _____ Job Title: _____

Type of work and responsibility: _____

Reason for Leaving: _____

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Pay: Starting _____ Ending _____

Employed from: _____ to: _____ Job Title: _____

Type of work and responsibility: _____

Reason for Leaving: _____

EMPLOYMENT HISTORY (con't)

Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Pay: Starting _____ Ending _____

Employed from: _____ to: _____ Job Title: _____

Type of work and responsibility: _____

Reason for Leaving: _____

VOLUNTEER EXPERIENCE

Agency: _____ Phone: _____ Supervisor: _____

Address: _____

Street City State Zip Code

Agency: _____ Phone: _____ Supervisor: _____

Address: _____

Street City State Zip Code

Agency: _____ Phone: _____ Supervisor: _____

Address: _____

Street City State Zip Code

Education

High School Name: _____ Location: _____

Circle last year completed 1 2 3 4

Did you graduate? _____

College Name: _____ Location: _____ Minor: _____

Circle Last Year Completed 1 2 3 4

Did you graduate? _____

Graduate School Name: _____ Location: _____

Did you Graduate? _____ Major _____

Business/ Trade Correspondence or Special Studies : _____

Location: _____ Did you graduate? _____ Major: _____

Personal Information

How or by whom referred to Boys & Girls Clubs? _____

Are you a U.S. Citizen? _____ If not, do you have legal right to remain permanently in the U.S.? _____

If not a citizen, to you intend to remain permanently? _____ (If hired, an Employment Eligibility Verification (Form I-9) must be submitted,

with proper documents, before employment can begin.)

Do you have a valid driver's license? _____ Driver's License # _____ State _____

If Applicable – Are you willing to obtain a CDL drivers license? _____ Are you willing to learn to drive a 72-passenger bus? _____

(Must be at least 21 years old.)

If Applicable – Are you willing to travel and attend training seminars located country-wide. Including car. Bus or airline travel. Being absent from

home for periods of up to two weeks? _____

Do you have difficulty working in a non-smoking environment? _____ Any current contagious medical problems? _____

If yes, explain _____

Personal Information (con't)

Any physical or mental conditions that may limit ability to perform work applied for? (specify) _____

Do you speak any foreign language? _____ Read? _____ Write? _____

Vietnam vet? _____

Have you ever been convicted of a felony? _____ If yes, explain _____

Have you ever been convicted of a misdemeanor related to Violence, Alcohol, Drugs or a sex offense involving a minor? _____
If yes, explain _____

Have you ever worked for this organization under another name? _____ Is additional information concerning change of name
necessary to check work, education or conviction records? _____ If yes, explain _____

Important Notice: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The law of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

References - Give below the names of three persons not related to you, whom you have known at least one year:

	Name	Address	Business	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal of employment or volunteering. I understand and agree that my employment or volunteer position is for no definite period and may, regardless of the date of payment of my wages (if applicable), be terminated at anytime without any previous notice, with or without cause.

SIGNATURE, _____ Date _____

I _____ have been informed of the following policies and understand them. I am aware that if I break these policies that it may be grounds for dismissal: One on One Policy (which includes but not limited to cultivating a relationship outside of club program with club members), smoking/alcohol/drug policy, smart moves policy, dress code policy.

SIGNATURE, _____ Date _____

REMARKS: