



**BOYS & GIRLS CLUBS**  
OF THE COASTAL PLAIN

Employment Application  
**EQUAL OPPORTUNITY EMPLOYER**

Position Desired \_\_\_\_\_ Today's Date \_\_\_\_\_

***Check next to Location Desired, if any***

Jack Minges\_\_\_ Grady-White Boats/E.R. Lewis Family\_\_\_ Jarvis\_\_\_ Dr. Ledyard E. Ross\_\_\_  
Farmville\_\_\_ Robersonville\_\_\_  
Lenoir County\_\_\_ Washington\_\_\_ Belhaven\_\_\_ Greene County\_\_\_

Days and hours available to work \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

**Instructions:** Answer all questions accurately and completely. Please print. Print N/A in any space that does not apply to you. Incomplete applications or applications providing additional not-requested information will be considered ineligible. Applications remain on file for 60 days.

**Applicants who have been terminated or asked to resign from Boys & Girls Clubs of the Coastal Plain within 5 years of the date of this application are not eligible for rehire consideration or as a volunteer.**

Name \_\_\_\_\_  
Last First M.I.

Current Address \_\_\_\_\_  
Street & No. City State Zip

Daytime Number \_\_\_\_\_ Evening Number \_\_\_\_\_ Email address \_\_\_\_\_

Are you 18 years of age or older? \_\_\_ Yes \_\_\_ No

Have you worked for Boys & Girls Clubs before? \_\_\_ Yes \_\_\_ No If so, give dates, locations and positions: \_\_\_\_\_  
\_\_\_\_\_

Give names and positions of any relatives, including in-laws who are currently working for Boys & Girls Clubs of the Coastal Plain. \_\_\_\_\_

Have you ever been convicted of, plead guilty, or no contest to a crime? \_\_\_Yes \_\_\_No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? \_\_\_Yes \_\_\_No

If the answer to either of the above questions is yes, please explain (state the date, type of offense/crime, place of occurrence, disposition, etc. \_\_\_\_\_

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

➤ **Education**

Do you have a high school diploma or GED? \_\_\_Yes \_\_\_No

School	Name and Location	Major	Graduate Y/N	Degree Received
High School				
College				
Technical School				

Have you received any special training such as first aid/CPR, art classes, computer training, etc. If so please list: \_\_\_\_\_

Volunteer Experience working with youth: If so, please explain: \_\_\_\_\_

**Previous Experience**

List any job related skills or qualifications that support your application.

**Driving Information**

Do you have a current valid driver's license? \_\_\_Yes \_\_\_No. If no, are you **currently** able to obtain a valid driver's license? \_\_\_Yes \_\_\_No

Are you able to obtain CDL license with a P endorsement (to drive a school bus)? \_\_\_Yes \_\_\_No

If no, fully explain the reason. \_\_\_\_\_

Are there any issues that hinder your ability to come to work on time? \_\_\_Yes \_\_\_No  
If yes; explain in full detail. \_\_\_\_\_

**Record of Employment**

Identify your present and previous employers in chronological order with current or most recent employer listed first. Be sure to account for all period of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

**Previous Employment:** \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May We Contact? Yes \_\_\_ No \_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employment:** \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May We Contact? Yes \_\_\_ No \_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employment:** \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone # \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

May We Contact? Yes \_\_\_ No \_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

➤ **Professional References**

List three professional references that can verify information regarding your character, general reputation and professional abilities.

<b>Name of Reference</b>	<b>Address</b>	<b>Daytime Phone Number</b>	<b>Relationship to Applicant</b>	<b>Number of Years Known</b>

**Applicants Statement**

I understand that Boys & Girls Clubs of the Coastal Plain will attempt to verify statements made on my application and made during my employment interview. When contacted by Boys & Girls Clubs of the Coastal Plain, I give permission for my former employers to answer any and all questions based upon the 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 Boys & Girls Clubs of the Coastal Plain’s review of this application, I release Boys & Girls Clubs of the Coastal Plain 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 that Boys & Girls Clubs of the Coastal Plain will be unable to contact and make a full background check of my previous work history. As a result, my failure to sign will be deemed interference with and will cause a withdrawal of my application for employment.

I understand that Boys & Girls Pitt Club requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete, misleading statements or omissions on this application or pre or post-employment forms may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate Boys & Girls Clubs of the Coastal Plain.

I understand that if Boys & Girls Clubs of the Coastal Plain employs me, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that if I am employed by Boys & Girls Clubs of the Coastal Plain, I must conform to the rules of the organization. I understand that I may be required to work scheduled and

unscheduled hours and scheduled weekend and holiday work when required by Boys & Girls Clubs of the Coastal Plain. I also understand that I have the right to terminate my employment at any time with or without notice. No one other than the President/CEO of Boys & Girls Clubs of the Coastal Plain has the authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be writing and signed by Boys & Girls Clubs of the Coastal Plain President/CEO.

I understand that Boys & Girls Clubs of the Coastal Plain reserves the right to require me to submit to a drug test at any time. I authorize Boys & Girls Clubs of the Coastal Plain to investigate my driving record and my criminal record. I also authorize Boys & Girls Clubs of the Coastal Plain to provide truthful information concerning my employment with Boys & Girls Clubs of the Coastal Plain to my future prospective employers and agree to hold Boys & Girls Clubs of the Coastal Plain harmless for providing such information.

Although Boys & Girls Clubs of the Coastal Plain may keep this application on file indefinitely, this application will be considered current and active for only (60) sixty days. If I wish to be considered for employment after that time, I must reapply.

**I HAVE READ AND UNDERSTAND THIS STATEMENT**

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Applicant's Signature

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Date