



BOYS & GIRLS CLUBS
OF THE COASTAL PLAIN

Employment Application
EQUAL OPPORTUNITY EMPLOYER

Position Desired _____ Today's Date _____

Check next to County Desired, if any

Pitt___ Martin___ Lenoir___ Beaufort___ Greene___
Craven___ Carteret___

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.

Name of Reference	Address	Daytime Phone Number	Relationship to Applicant	Number of Years Known

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

Applicant’s Signature

Date

