



**BOYS & GIRLS CLUB
OF MIDDLE TENNESSEE**

1704 Charlotte Avenue, Ste. 200
Nashville, TN 37203

**EMPLOYMENT
APPLICATION**
AN EQUAL OPPORTUNITY EMPLOYER

Date of Application _____

This application is to be active for a period of sixty (60) days only.

Applicants must reapply after that time in order to be considered for any openings which might become available.

The Boys & Girls Club is 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 we serve, 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. All applicants are given equal consideration regardless of race, color, religion, creed, age, sex, disability, marital status, national origin or veteran status.

Each question should be answered in a complete and accurate manner. As no action can be taken in this application until all questions have been answered.

PERSONAL:

Name: _____ Home Phone (____) _____

Present Address _____

Social Security No. _____ Are you over 18? Yes No

Can you submit legal verification of your right to be employed in the United States? Yes No

Have you ever been convicted of any crime (excluding minor traffic violations) including DWI? Yes No

Have you been charged with any violation of the law other than traffic violations? Yes No

If your response to either of the last two questions was "yes", give the date, place and nature of each such conviction or pending charge _____

NOTE: A conviction will not necessarily disqualify you from employment.

Do you have any obligations or conditions which would limit your ability to work overtime? Yes No

If yes, please explain _____

Do you have adequate means of transportation to get to work on time each day and when called in on short notice during office hours? Yes No

Drivers License: State _____ Type _____ Currently Valid? Yes No

EMPLOYMENT DESIRED:

Are you seeking full-time part-time temporary or summer employment contract

Position applied for _____ Minimum salary required per month _____

Date available to start _____

Have you ever applied to our company before? Yes No

Have you ever worked for our company before? Yes No

If your answer to either of the above questions is yes, state when and where applied and/or worked.

Are you now or do you expect to be engaged in any other business or employment? Yes No

Are there any days or hours you would be unable or unwilling to work? Yes No

If yes, please specify those days or hours you would be unable or unwilling to work. _____

EDUCATION:

Name, Address and Location

Dates

Graduate?

Courses Studied

High School	From: To:	Yes ن No ن	Diploma:
College	From: To:	Yes ن No ن	Diploma:
Trade School, Business, Military School,	From: To:	Yes ن No ن	Diploma:

If you did not graduate, why did you leave high school or college?

Are you planning to pursue further studies? Yes ن No ن If so, where and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college. _____

List and describe any other School or Specialized Training. _____

List and describe experience you have had in the Boys & Girls Club or any other youth serving organization. _____

Have you ever served in the Military? Yes ن No ن

Service Branch _____ Date Entered _____ Date Separated _____

Capability/Reliability:

Is there any reason you would be unable or unwilling to perform any of the tasks required by the job you are applying for? Yes ن No ن If yes, explain _____

Will you abide by the safety rules of this company? Yes ن No ن

Have you ever been disciplined for violating company rules or regulations? Yes ن No ن

If yes, please explain _____

Is there any reason why you would be unable or unwilling to report to work on time every day on a regular and consistent basis? Yes ن No ن If yes, please explain why. _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

PLEASE GIVE MONTH AND YEAR.

DO NOT REFERENCE YOUR RESUME.

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor		Dates Employed		Pay	
				From: Mo:	To: Mo:	Starting \$ Ending \$	
Telephone Area Code ()		Nature of Business		Year	Year		
Title				Reason for Leaving			
Duties							

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor		Dates Employed		Pay	
				From: Mo:	To: Mo:	Starting \$ Ending \$	
Telephone Area Code ()		Nature of Business		Year	Year		
Title				Reason for Leaving			
Duties							

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor		Dates Employed		Pay	
				From: Mo:	To: Mo:	From: Mo: Year	
Telephone Area Code ()		Nature of Business		Year	Year		
Title				Reason for Leaving			
Duties							

SUPPLEMENTAL EMPLOYMENT INFORMATION

If you worked in any of your previous positions under another name, please give the name(s) _____

Are you presently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you ever been fired, or asked to resign, from a job? Yes No If yes, please explain _____

SPECIAL SKILLS

Do you type? Yes No

Have you had any computer or word processing experience or training? Yes No

If yes, please describe _____

Which office machines can you operate?

Use the space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify for a position with us. If you need more space, please continue on separate sheet.

REFERENCES

Give three references, ***not*** relatives or former employers.

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

NAME _____ PHONE _____ OCCUPATION _____

ADDRESS _____

I authorize Boys & Girls Clubs of Middle Tennessee (B&GCMT) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and B&GCMT from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with B&GCMT. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my background references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if B&GCMT has not employed me or immediate dismissal if B&GCMT has employed me. I also authorize B&GCMT 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 B&GCMT from all liability for its providing this information.

I understand that nothing in this employment application, in B&GCMT's policy statements or personnel guidelines, or in my communications with any B&GCMT official is intended to create an employment contract between B&GCMT and me. I also understand that B&GCMT 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 if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that B&GCMT retains the right to terminate my employment at any time for any reason.

I understand that an offer of employment may be conditioned upon the successful completion of a test for drug and/or alcohol abuse and may be conditioned upon the successful completion of a physical exam, and I will, upon request sign all necessary consent forms necessary so the B&GCMT may complete its examination of my physical condition for the purpose of determining my ability to perform the essential functions of the job. Failure to sign this consent and the necessary consent forms will be deemed a withdrawal of my application for employment.

Yes ___ No ___ (Place your initials in the appropriate space to indicate your consent to this authorization.)

I hereby acknowledge that I have read and understand the preceding statements.

Name (print)

Signature

Date

Equal Opportunity Employer: All applicants are given equal consideration for employment without discrimination because of sex, age, marital status, race color, creed, religion, national origin, veteran status or disability.