

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF THE COASTAL BEND

PERSONAL INFORMATION (Please fill in every box)					
Name (Last, First, Middle)			Best Contact Phone Number		
Present Address (No., Street)			Email Address		
City, State and Zip Code					
If hired, will you be able to provide proof that you have a legal right to work in the United States?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If related to anyone in our employ, state name and department?					
Referred by:					
In case of emergency notify (Name, Address, Phone)					
EMPLOYMENT DESIRED					
Position(s) for which you are applying:			Date Available for Work	Compensation Desired	
Are you currently employed?			May we inquire of your present employer?		
Have you ever applied to this organization before?			When?	Where?	
EDUCATION					
School	Location	Dates Attended	Did You Graduate?	Major/Degree/Diploma	
High School					
College					
Trade or Vocational					
Subjects of special study or interest:					
Are you fluent in any foreign languages?					
Hobbies or special interests that may relate to position applied for?					
REFERENCES					
Name	Occupation	Best Contact Number and Email		Years Known	

EMPLOYMENT HISTORY

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

If now employed, does your present employer know that you are leaving? _____ May we contact? Yes No

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

May we contact? Yes No

Name and Address of Company	From	To	Title and Duties	Starting Salary	Last Salary	Reason For Leaving	Name of Supervisor
							Phone Number
							Email Address

May we contact? Yes No

Have you been convicted of, pled guilty to, and/or pled nolo contendere to a crime (felony or misdemeanor, including but not limited to theft, fraud, drug and/or alcohol-related offenses, assault, sex related or child abuse related offenses, etc.)? Yes No If yes, please explain (State, date, court, type of crime, place of occurrence, disposition):

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

In the processing of your employment application, an investigative report whereby information is obtained from former employers and references will be conducted. Permission is hereby granted to any school, person, firm or corporation, whether my former employer or otherwise, to give the Boys & Girls Clubs of the Coastal Bend, Inc. any relevant information that may be required to arrive at an employment decision and I hereby release Boys & Girls Clubs of the Coastal Bend, Inc., its officers, employees, representatives, or agents, from any and all liability and/or damage incurred by myself in obtaining such information.

Boys & Girls Clubs of the Coastal Bend, Inc. reserves the right to use any legal method of investigation which, in its sole discretion, it deems reasonable and necessary to determine whether any applicant has engaged in any conduct that would prohibit employment.

I certify that I completed this application and that I understand that if hired, my continued employment is predicated upon the truthfulness and accuracy of the statements contained herein. If hired, I agree to conform to the rules and regulations of Boys & Girls Clubs of the Coastal Bend, Inc. as issued in the Employee Handbook and/or and other Operations Policies & Procedures, and any further changes thereof. I understand this application will remain active for 90 days and if I have not been hired by that date, I must renew my application to be considered for future employment.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Interviewed by _____ Date _____

Remarks _____

Hired _____ Position _____ Start Date _____ Salary _____

CONSENT
FOR CRIMINAL BACKGROUND HISTORY CHECK
AUTHORIZATION/WAIVER/INDEMNITY

I HEREBY GIVE MY PERMISSION FOR THE BOYS & GIRLS CLUBS OF THE COASTAL BEND, INC. TO OBTAIN INFORMATION RELATING TO MY CRIMINAL HISTORY RECORD. THE CRIMINAL HISTORY RECORD, AS RECEIVED FROM THE REPORTING AGENCIES, MAY INCLUDE ARREST AND CONVICTION DATA AS WELL AS PLEA BARGAINS AND DEFERRED ADJUDICATIONS. I UNDERSTAND THAT THIS INFORMATION WILL BE USED, IN PART, TO DETERMINE MY ELIGIBILITY FOR AN EMPLOYMENT/VOLUNTEER POSITION WITH THIS ORGANIZATION. I ALSO UNDERSTAND THAT AS LONG AS I REMAIN AN EMPLOYEE OR VOLUNTEER HERE, THE CRIMINAL HISTORY RECORDS CHECK MAY BE REPEATED AT ANY TIME. I UNDERSTAND THAT I WILL HAVE AN OPPORTUNITY TO REVIEW THE CRIMINAL HISTORY AND A PROCEDURE IS AVAILABLE FOR CLARIFICATION, IF I DISPUTE THE RECORD AS RECEIVED. I, THE UNDERSIGNED, DO, FOR MYSELF, MY HEIRS, EXECUTORS AND ADMINISTRATORS, HEREBY REMISE, RELEASE AND FOREVER DISCHARGE AND AGREE TO INDEMNIFY THE BOYS & GIRLS CLUBS OF THE COASTAL BEND AND EACH OF THEIR OFFICERS, DIRECTORS, EMPLOYEES, AND AGENTS HARMLESS FROM AND AGAINST ANY AND ALL CAUSES OF ACTIONS, SUITS, LIABILITIES, COSTS, DEBTS AND SUMS OF MONEY, CLAIMS AND DEMANDS WHATSOEVER, AND ANY AND ALL RELATED ATTORNEYS' FEES, COURT COSTS, AND OTHER EXPENSES RESULTING FROM THE INVESTIGATION OF MY BACKGROUND IN CONNECTION WITH MY APPLICATION TO BECOME A VOLUNTEER, STAFF MEMBER OR WORK STUDY.

APPLICANT'S SIGNATURE DATE Social Security Number

Legal Name (Typed/Printed) Driver's License Number State Expiration Date

Date of Birth (preferred but not required)

Please list your three previous addresses:

1. _____
2. _____
3. _____

CONSENT FOR MOTOR VEHICLE RECORD

I, _____, authorize, Boys & Girls Clubs of the Coastal Bend to obtain personal information contained in my records with the Motor Vehicle Records of the State of Texas. I understand that my personal information may be used for the purpose of evaluating my employment application. The information may be procured by Boys & Girls Clubs of the Coastal Bend, and may include, for example, my photograph, name, address, telephone number, social security number, driver identification number, medical or disability information, and driving record. By signing this disclosure, I here authorize Boys & Girls Clubs of the Coastal Bend to procure such reports and additional reports about me from time to time, as it deems appropriate, to evaluate my insurability, employability, and for other permissible purposes.

Applicant Signature

Date

DRUG ABUSE POLICY

The Boys & Girls Clubs of the Coastal Bend recognizes that alcohol and drug abuse in the workplace have become a major concern. We believe that by reducing drug and alcohol abuse, we will improve the safety, health, and productivity of our employees. The object of our Drug Abuse Policy is to provide a safe and healthy workplace for all employees, prevent accidents, and comply with Section 7.10 of the Texas Workers' Compensation Act. Use, possession, sale, transfer, purchase or being under the influence of drugs by employees at any time on club premises or while on club business is prohibited. The illegal use of any drug is prohibited. Employees must not report for work or be on club property while in possession of or under the influence of any drug.

For the purposes of this policy, the term "drug", wherever it appears in this policy statement, includes alcoholic beverages and inhalants as well as illegal drugs. Violation of this Drug Abuse Policy will result in one of the following actions: immediate discharge, suspension, probation, written warning, or oral warning. In determining the proper action to be taken, the severity of the infraction, the past record of the employee, and the circumstances surrounding the matter will all be taken into consideration. While we do not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance from these facilities for themselves and their dependents. We neither offer nor require participation in drug and alcohol abuse education and training programs. However, various public and private agencies in our area offer such programs, and affected employees are encouraged to seek assistance from these agencies.

Applicant Signature

Date

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Club of the Coastal Bend, Inc. (BGCCB) 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 BGCCB's review of this application and my candidacy for employment, I release BGCCB 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 BGCCB can contact references and make a full background check of my previous work history will be deemed interference with and a 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 & Girls Club of the Coastal Bend (BGCCB) 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 BGCCB. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCCBB.

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

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

Applications will not be considered active after the position is filled. I understand that BGCCBB will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: The Boys & Girls Club of the Coastal Bend is an equal opportunity employer, as required by local, state and federal laws. While not legally obligated to comply with certain federal and state laws, the Boys & Girls Club is committed to the spirit of all applicable laws and regulations relating to equal opportunity in hiring its employees. To this end, it is the club's policy not to discriminate against any individual in any manner prohibited by law. No form of unlawful discrimination, including unlawful harassment, will be condoned.