

BOYS & GIRLS CLUBS of CENTRAL TEXAS, INC.
304 West Avenue B
Killeen, TX
(254) 699-5808

EMPLOYMENT APPLICATION

DATE _____ LOCATION _____

NOTE TO ALL APPLICANTS:

The BGCCT is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application for all positions, are judged for completeness and neatness in addition to experience, training, and other data provided. Include all pertinent information that might enhance your qualifications.

PERSONAL INFORMATION:

NAME _____
 (First) (Middle) (Last)

PRESENT ADDRESS _____ CITY _____

STATE _____ ZIP _____ HOW LONG AT THIS ADDRESS _____

HOME PHONE _____ OTHER CONTACT PHONE _____

SOCIAL SECURITY # _____ DRIVER'S LICENSE # _____ STATE _____

REFERRED BY _____ ARE YOU 18 YEARS OF AGE OR OLDER? _____

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? _____

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS? _____

EMPLOYMENT DESIRED:

POSITION: _____ DATE YOU CAN START _____

SALARY DESIRED _____ ARE YOU PRESENTLY EMPLOYED? _____

HAVE YOU EVER APPLIED WITH THE BGCCT BEFORE? _____ WHEN? _____

EDUCATION LEVEL	NAME AND LOCATION OF SCHOOL	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	SUBJECTS STUDIES DEGREE REC'V'D
HIGH SCHOOL	_____	1 2 3 4	_____	_____
	_____		_____	_____
COLLEGE	_____	1 2 3 4	_____	_____
	_____		_____	_____
TRADE				
BUSINESS				
OTHER	_____	1 2 3 4	_____	_____

GENERAL SKILLS:

SUBJECTS OF SPECIAL STUDY:

BOYS & GIRLS CLUBS OF CENTRAL TEXAS

GENERAL SKILLS CONT'D

JOB RELATED SKILLS: (typing, computer skills, special license, OJT, etc)

LIST ANY BACKGROUND IN YOUTH WORK THAT MIGHT ASSIST US IN PLACING YOU:

LIST HOBBIES OR SKILLS YOU HAVE THAT MIGHT ENHANCE OUR PROGRAM:

FORMER EMPLOYERS: List below your last four employers, starting with the most recent/present first.

DATE (month/year)	NAME/PHONE#/ADDRESS OF EMPLOYER	SALARY/POSITION	REASON FOR LEAVING
FROM TO			
FROM TO			
FROM TO			
FROM TO			

REFERENCES: List below 3 persons not related to you, whom you have known for at least one year that we may contact.

NAME	PHONE #	POSITION	YEARS AQUAINTED
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

BACKGROUND INFORMATION:

DRIVING A BOYS AND GIRLS CLUB VEHICLE MAY BE ONE OF YOUR ASSIGNED DUTIES, PENDING AN ACCEPTABLE DRIVING RECORD

Drivers License Number State Expiration Date

HAVE YOU EVER BEEN ARRESTED OR CHARGED WITH DWI OR RECKLESS DRIVING? _____

HAS YOUR DRIVERS LICENSE EVER BEEN REVOKED OR SUSPENDED? _____

IF YES,
EXPLAIN _____

BGCCT HAS A VERY SERIOUS RESPONSIBILITY TO PROTECT THE HEALTH, SAFETY AND WELFARE OF THE YOUTH WE SERVE. WE ALSO HAVE A CONCERN FOR YOU, THE PROSPECTIVE NEW EMPLOYEE. THEREFORE, WE REQUIRE THE FOLLOWING INFORMATION:

HAVE YOU EVER BEEN CONVICTED, CHARGED, OR ACCUSED OF:
CHILD ABUSE? _____ CHILD NEGLECT? _____ SEXUAL ABUSE OF A CHILD? _____

DO YOU USE ILLEGAL DRUGS? _____

OTHER THAN THE ABOVE, IS THERE ANY FACT OR CIRCUMSTANCE INVOLVING YOUR BACKGROUND THAT WOULD CALL INTO QUESTION YOUR BEING ENTRUSTED WITH THE SUPERVISION, GUIDANCE AND CARE OF YOUNG PEOPLE? _____

IF YES,
EXPLAIN _____

CERTIFICATION AND APPLICANT RELEASE:

I certify that the facts in this application (and accompanying resume, if any) are true to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by BGCCT.

I understand that any employment is conditional upon a background check. I authorize BGCCT to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers, references, health officials, and law enforcement personnel to disclose information regarding my former employment, background, use of drugs/alcohol, character, and general reputation to BGCCT, without giving me prior notice of such disclosures. In addition, I release BGCCT, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation of disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or BGCCT. No promise of employment has been made to me, and I understand that no such promise or guarantee is binding upon BGCCT unless made in writing.

If I am offered employment, I agree to submit to a medical examination and/or drug test before starting to work. If employed, I also agree to submit to a medical examination or drug tests at any time deemed appropriate by BGCCT and as permitted by law. I consent to such examination, and tests, and I request that the examining doctor disclose to BGCCT the results of such examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by BGCCT'S Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate BGCCT to hire. If hired, I agree to abide by BGCCT work rules, policies and procedures. BGCCT retains the right to revise its policies and procedures, in whole or in part, at any time.

Applicants Signature

Date

USE ADDITIONAL SHEETS WHEN MORE SPACE IS NEEDED. RESUMES AND OTHER MATERIAL THAT MIGHT ENHANCE YOUR EMPLOYABILITY SHOULD BE ATTACHED TO THE APPLICATION.

*******THIS SECTION IS TO BE COMPLETED BY CLUB STAFF ONLY STAFFY*******

Date application received: _____

Received by: _____



BOYS & GIRLS CLUBS
OF CENTRAL TEXAS
"The **Positive** Place For Kids"
304 WEST AVENUE B
KILLEEN, TX 76541
254-699-5808

DRUG AND ALCOHOL FREE WORKPLACE

Verification of education, former employment, personal references, credit check, drug test, criminal history, and driving record will be undertaken for each employee of and applicants to the Boys & Girls Clubs of Central Texas to determine suitability for a position.

The Club is committed to creating and maintaining a drug free workplace. This policy applies to all applicants for employment and to all employees in all job classifications. Substance abuse which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated on or off the Boys & Girls Club's property. It is a condition of employment to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug and Alcohol Free Workplace Policy. Employees determined to be under the influence of drugs or alcohol; including the unlawful use of lawful substances, or who violate this policy in other ways, are subject to immediate discharge.

The Boys & Girls Clubs of Central Texas strictly prohibits the following:

- a) The use, possession, sale, or transfer of alcohol on Boys & Girls Club property or illegal drugs/inhalants on and/or off the Boys & Girls Club property.
- b) The use, possession, or being under the influence of alcohol and/or illegal drugs on Club property or while on Club business.
- c) Being under the influence of any prohibited drug on Club property or while on Club business.
- d) Use of alcohol or any illegal drug off Club property that affects the employee's work performance; his, her, or other people's safety; or the employee's position and/or reputation in the community.

Any person who observes the use or possession of drugs in the workplace in violation of this policy should report it to management or be subject to disciplinary action for failure to do so.

"For Cause" Drug Testing

In the event that employee is suspected of drug use in violation of this policy the Boys & Girls Clubs of Central Texas will administer a "for cause" drug test. "For cause" drug testing would only be issued when the Club feels it is absolutely necessary to determine the use/abuse of drugs. As stated in the Drug and Alcohol Free Workplace policy, it is a condition of employment to refrain from using drugs.

Any employee who refuses to take the test or interferes with testing procedures may be subject to disciplinary action, up to and including termination.

"Random" Drug Testing

It is the Club's policy not to employ persons who use illegal drugs. Accordingly, BGCCT shall have the right to require an employee to submit to testing for drug use as a continuing condition of employment. Monthly, an unaffiliated outside source designates up to three employees for random drug testing. An employee who refuses to submit to random drug testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

APPLICANT/EMPLOYEE/VOLUNTEER SIGNATURE

DATE



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OF CENTRAL TEXAS**

"The Positive Place For Kids"

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KILLEEN, TX 76541

(254) 699-5808

<http://www.cbclub.org>

**CHEMICAL SCREENING CONSENT AND RELEASE FORM
APPLICANTS/EMPLOYEES/VOLUNTEERS**

I, _____, (paid/volunteer staff member's name), hereby, acknowledge that I have been informed of BGCCT "Drug and Alcohol Free Workplace" policy and agree to be bound by this policy for purposes of applying for, accepting, or continuing employment or volunteer assignment at the BGCCT. I also hereby state that I am not a user of controlled substances, except under medical conditions.

I understand and consent freely and voluntarily to BGCCT request for a urine specimen or other specimen. I release and hold harmless the BGCCT, the Laboratory, and their employees or agents from any liability arising from BGCCT request to furnish this and or other specimen; and any decisions made concerning my employment or volunteer assignment based upon the results of the tests. I consent to allow designated physician, laboratory, hospital, or medical professional to perform appropriate chemical tests for the presence of alcohol, drug, or controlled substances and to release the results of these tests to BGCCT. I further release any of the above individuals or company from any liability arising from the release of this information.

By my signature below, I consent to the terms as described above:

Applicant/Employee/Volunteer Signature

Date

Social Security # _____ - _____ - _____



BOYS & GIRLS CLUBS
OF CENTRAL TEXAS
"The *Positive* Place For Kids"

Voluntary Self-Identification EEO Form
(Confidential: For Statistical Use Only)

Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will have no role in our hiring decision. Information provided will be kept confidential in accordance with applicable regulations, and is solely for statistical purposes.

NAME:	DATE:
POSITION:	LOCATION:
REFERRAL SOURCE: <input type="checkbox"/> INTERNET <input type="checkbox"/> EMPLOYEE REFERRAL <input type="checkbox"/> WEBSITE <input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> ORGANIZATION <input type="checkbox"/> JOB FAIR <input type="checkbox"/> OTHER <input type="checkbox"/> WALK IN
GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
ETHNICITY: (Check all that apply) <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK or AFRICAN-AMERICAN	<input type="checkbox"/> CAUCASIAN <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> OTHER