



BACKGROUND CHECK RUN
DATE: _____
RESULTS: _____

BOYS & GIRLS CLUBS OF THE MISSISSIPPI DELTA

Application for Employment

WHILE WE WELCOME YOUR RESUME, YOU MUST ALSO FILL OUT THIS APPLICATION IN FULL.

Date of Application: _____

PERSONAL:

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Telephone: _____ Cell Phone: _____

Social Security #: _____

Other Names You Have Used: _____

Driver's License # _____ D.O.B _____ State: _____

POSITION OBJECTIVE:

Position Desired: _____ Date Available For Work: _____

Salary/Wage Desired: _____ Have You Worked Here Before, When? _____

Type of Employment Desired (circle one):

Full Time Part Time Summer/Seasonal AmeriCorps/Volunteer

Location Preference: _____ No Preference (circle if appropriate)

GENERAL INFORMATION:

Have you ever worked or volunteered for any Boys & Girls Club? YES NO

If yes, please list the organization(s). _____

How were you referred to the Boys & Girls Club? _____

If hired, can you provide proof of identity and legal authority that you are authorized to work in the U.S.? YES NO

Any felony convictions? YES NO **If Yes, explain** _____

If hired, can you certify that you are not awaiting trial on nor have you ever been convicted of or admitted committing any of the following criminal offenses in this state or similar offenses in another state or jurisdiction as defined in Section 45-33-23, Mississippi code of 1972 or Section 43-21-105 of the Youth Court Law?

- | | |
|---|--|
| a. Sexual abuse of a minor | m. Child Abuse |
| b. Incest | n. Sexual conduct with a minor |
| c. First or second-degree murder | o. Molestation of a child |
| d. Kidnapping | p. Aggravated Assault |
| e. Arson | q. Felony offenses involving distribution of marijuana or dangerous or narcotics drugs |
| f. Sexual Assault | r. A dangerous crime against children or aggravated assault committed against a minor resulting in a serious injury or committed by the use of a deadly weapon or dangerous instrument |
| g. Sexual exploitation of a minor | |
| h. Contributing to the delinquency of a minor | |
| i. Commercial exploitation of a minor | |
| j. Manslaughter | |
| k. Burglary | |
| l. Robbery | |

Yes (initial here) _____, I can certify if hired that I am not awaiting trial and I have never been convicted of any of the above. If you are unable to certify the above, please explain here:

EDUCATIONAL BACKGROUND (Circle the Number of Years Completed):

High School 1 2 3 4 Name of School: _____

College 1 2 3 4 Name of School: _____

Grad School 1 2 3 4 Name of School: _____

Other School(s) 1 2 3 4 Name of School: _____

Describe your major areas of study and list any degrees/diplomas:

SPECIALIZED SKILLS AND KNOWLEDGE:

List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as awards received, memberships, or offices held in professional organizations, publications, licenses held, computer language or software programs, foreign languages (proficiency in speaking and/or writing), etc. (You may omit those that indicate race, color, religion, national origin, ancestry, sex, age, existence of a disability, medical condition, marital status, sexual orientation, or citizenship):

EMPLOYMENT HISTORY:

List the most recent employment first. List all jobs for the last 10 years. You may include volunteer work and military service. You may attach additional pages if necessary. We will be checking references with prior employers, please provide complete information including addresses and telephone numbers.

From: ____/____/____ to ____/____/____	Starting Salary: \$_____ Ending: \$_____
Employer's Name: _____	Address: _____
Job Title: _____	City/St/Zip: _____
Supervisor: _____	Telephone: _____
May We Contact: YES NO	Reason For Leaving: _____
Description of Duties: _____	

From: ____/____/____ to ____/____/____	Starting Salary: \$_____ Ending: \$_____
Employer's Name: _____	Address: _____
Job Title: _____	City/St/Zip: _____
Supervisor: _____	Telephone: _____
May We Contact: YES NO	Reason For Leaving: _____
Description of Duties: _____	

From: ___/___/___ to ___/___/___ Starting Salary: \$_____ Ending: \$_____

Employer's Name: _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: YES NO Reason For Leaving: _____

Description of Duties: _____

From: ___/___/___ to ___/___/___ Starting Salary: \$_____ Ending: \$_____

Employer's Name: _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: YES NO Reason For Leaving: _____

Description of Duties: _____

From: ___/___/___ to ___/___/___ Starting Salary: \$_____ Ending: \$_____

Employer's Name: _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: YES NO Reason For Leaving: _____

Description of Duties: _____

Explain any lapses in employment other than medically related lapses:

REFERENCES:

List two (2) references: One (1) business, work, or school official reference not related to you, and one (1) personal reference who is not related to you.

1. Name: _____ Telephone: _____ Yrs Known: _____

2. Name: _____ Telephone: _____ Yrs Known: _____

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ In Order to safeguard the well being of the youth served by our organization, I authorize the Boys & Girls Clubs of the Mississippi Delta to verify all information provided by me on this application or in support of my efforts to obtain employment with the organization. I hereby authorize any prior employer listed on this application, except as noted, and/or any educational entity or person on this application to disclose to the organization any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that it is a requirement of the organization that all employees who work with or have contact with children must have a criminal background check. I understand that the background check will be used to check criminal history records.

_____ I understand that nothing contained in this application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create a contract between the organization and me. In addition, I understand and agree that if I am employed, my employment is “at-will” which means employment is for no definite or determinable period and may be terminated at any time with or without cause or notice, at the option of the organization or myself. I also understand that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by the organization’s Executive Director.

PRE-EMPLOYMENT DRUG SCREENING CONSENT

I understand that all applicants who have received an “offer to hire” from the Boys & Girls Clubs of the Mississippi Delta are required, as a condition of employment, to take a drug screening test.

If given a “conditional offer of hire”, I will consent freely and voluntarily to the Organization’s request for a urine sample for the purpose of determining the presence of illegal drugs or other controlled substances.

I further understand that either failure to submit to a urine sample or if the analysis reveals the presence of drugs or other controlled substances, the “offer to hire” is immediately revoked.

I hold harmless the Boys & Girls Clubs of the Mississippi Delta, its officers, agents, employees, directors, volunteers and members as well as the testing agency from any claims I may have against any or all of them arising out of the drug screening test and its use to determine whether I may be employed by the organization.

I have read this form in full and understand the above statements and that an “offer to hire” is contingent upon the conditions set forth herein.

Printed Name: _____ Signature: _____

Date: _____ Witness: _____

**THE BOYS & GIRLS CLUBS OF THE MISSISSIPPI DELTA
IS A DRUG-FREE AND SMOKE-FREE WORKPLACE
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**