**EMPLOYMENT APPLICATION**



OF POPLAR BLUFF

***Equal Opportunity Employer***

**Boys & Girls Club of Poplar Bluff is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or other protected status.**

INSTRUCTIONS: Please print and answer all questions accurately and completely. Print “N/A” in any space that does not apply to you. Incomplete applications or applications providing additional non-requested information are considered withdrawn and will not be considered.

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| **GENERAL** | | | | | |
| **NAME (LAST) (FIRST) (MIDDLE INITIAL)** | | | | | |
| **TELEPHONE:** | **CELL PHONE:** | | | **e-mail: DOB:** | |
| **OTHER NAMES USED:** | | | | | |
| **PRESENT ADDRESS:** | | | | | |
| **ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?**   * **YES** * **NO** | | **ARE YOU AT LEAST 18 YEARS OF AGE?**   * **YES** * **NO** | | | **IF NO, DO YOU HAVE A WORK PEMIT?**   * **YES** * **NO** |
| **HOW WERE YOU REFERRED TO THE BOYS & GIRLS CLUB OF POPLAR BLUFF?** | | | | | |
| **PREVIOUS EMPLOYMENT WITH BGCA (IF ANY, GIVE DATES, POSITION, LOCATION)** | | | | | |
| **RELATIVES EMPLOYED BY BGCA(IF ANY, GIVE DATES, POSITION, LOCATION)** | | | | | |
| **HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED *NOLO CONTENDRE* TO A CRIME(FELONY OR MISDEMEANOR, INCLUDING BUT**  **NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCHOHOL-RELATED OFFENSES, ASSAULT, ETC.)?**   * **YES** * **NO**   **ARE YOU CURRENTLY AWAITING TRIAL, SENTENCING OR OTHER DISPOSITION OF A CRIMINAL CHARGE?**   * **YES** * **NO**   **If the answer to either to either question is 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.*** | | | | | |
| **HAVE YOU EVER BEEN DISCHARGED OR REQUESTED TO RESIGN FROM A POSITION? \_\_\_\_\_\_YES \_\_\_\_\_\_NO**  **If so, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **POSITION APPLIED FOR** | | | | | |
| **TITLE:** | | | **SALARY REQUIREMENTS (minimum or rang)** | | |
| **DATE AVAILABLE TO BEGIN WORK:** | | | **WILLIGNESS TO TRAVEL? (Approximate percentage if position indicates)** | | |

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| **EDUCATION** | | | | | |
| **SCHOOL** | **NAME AND LOCATION** | **MAJOR** | **GRADUATE**  **YES NO** | | **DEGREE RECEIVED** |
| **HIGH SCHOOL** |  |  |  |  |  |
| **COLLEGE OR UNNIVERSITY** |  |  |  |  |  |
| **OTHER SCHOOLS**  **(Graduate, technical, business, military, etc.)** |  |  |  |  |  |

**Professional Licenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List computer or technical skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **WORK EXPERIENCE**  **Please complete all information, beginning with your current or most recent employer.**  **Attach additional sheets if necessary. Include periods of unemployment, self-employment and military service.** |
| **COMPANY NAME YOUR TITLE:** |
| **COMPANY ADDRESS (Street & No.) (City) (State) (Zip)** |
| **START DATE: END DATE: STARTING BASE SALARY CURRENT/LAST BASE SALARY** |
| **SUPERVISOR’S NAME: SUPERVISOR’S TITLE TELEPHONE May we contact Employer?**    **Yes?\_\_\_\_\_\_ No\_\_\_\_\_\_\_** |
| **BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES** |
| **REASON FOR LEAVING** |

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| --- |
| **COMPANY NAME YOUR TITLE:** |
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| **BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES** |
| **REASON FOR LEAVING** |

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| **REFERENCES** (NOT RELATIVES) |
| **NAME ADDRESS TELEPHONE OCCUPATION** |
| 1. |
| 2. |
| 3. |

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

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**AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Club of Poplar Bluff 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 Boys & Girls Club of Poplar Bluff’s review of this application and my candidacy for employment, I release Boys & Girls Club of Poplar Bluff 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 Boys & Girls Club of Poplar Bluff 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.)**

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Signature Date

**JOB APPLICANT AGREEMENT**

I understand that Boys & Girls Club of Poplar Bluff 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 dismissal, if discovered after I am employed by Boys & Girls Club of Poplar Bluff. The use of this application does not indicate there are positions open and does not in any way obligate Boys & Girls Club of Poplar Bluff.

I also authorize Boys & Girls Club of Poplar Bluff 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 Boys & Girls Club of Poplar Bluff from any and all liability for its providing this information. I understand that I have the right to make a written request within 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 policies/rules of Boys & Girls Club of Poplar Bluff. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCA has a similar right. I understand my employment by Boys & Girls Club of Poplar Bluff 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/unscheduled overtime, scheduled weekends, and holiday work when required by Boys & Girls Club of Poplar Bluff. I also understand that Boys & Girls Club of Poplar Bluff 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 the Board of Directors or Executive Director/Human Resources of Boys & Girls Club of Poplar Bluff has the 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 Boys & Girls Club of Poplar Bluff’s ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that Boys & Girls Club of Poplar Bluff will attempt to verify statements made on my application and made during my employment interview.

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Signature Date