

☐ EMPLOYEE ☐ VOLUNTEER

D.O.B. _____

START DATE _____

PAY RATE _____

POSITION _____

(OFFICE USE ONLY)

NAME _____
LAST FIRST M.I.

S.S.# _____

DATE _____

PHONE _____

EMPLOYMENT / VOLUNTEER APPLICATION



BOYS & GIRLS CLUB
OF EL CAMPO

713 Fahrenthold Street
El Campo, TX 77437
(979) 543-8320

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment/volunteerism without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.



EMPLOYMENT / VOLUNTEER APPLICATION *Equal Opportunity Employer*

GENERAL				
NAME (Last) (First) (Middle Initial)			TELEPHONE (Area Code)	
OTHER NAMES USED			ALTERNATE PHONE NO.	
PHYSICAL ADDRESS (City, State, Zip Code)			MAILING ADDRESS (City, State, Zip Code)	
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		WILL THIS BE YOUR PRIMARY WORK PLACE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUB OF EL CAMPO (BGCEC)?				
PREVIOUS EMPLOYMENT WITH BOYS & GIRLS CLUBS? (If any, give dates, position, location)				
RELATIVES EMPLOYED BY BGCEC? (If any, give dates, positions)				
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.) OR DO YOU HAVE ANY CRIMINAL CASES PENDING AT THIS TIME? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____				
<i>Note: Conviction of a crime will not necessarily disqualify you for employment or volunteer work. Each conviction will be judged on its own merit with respect to time and job relatedness.</i>				
POSITION APPLIED FOR				
TITLE OR CATEGORY			SALARY REQUIREMENTS	
DATE AVAILABLE			WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)	
EDUCATION				
SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE YES NO	DEGREE
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
OTHER SCHOOLS (Graduate, technical, business, military, etc.)				
REFERENCES				
Please list three references other than relatives or previous employers.				
NAME		ADDRESS (City, State, Zip Code)		PHONE
NAME		ADDRESS (City, State, Zip Code)		PHONE
NAME		ADDRESS (City, State, Zip Code)		PHONE



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WORK EXPERIENCE Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			



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REASON FOR LEAVING

ALL APPLICANTS: JOB RELATED SKILLS

JOB RELATED SKILLS:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

CAN YOU PERFORM THIS JOB (AS DETAILED VERBALLY OR IN THE JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMMODATION?

VOLUNTEERS ONLY: AVAILABILITY / INTEREST INVENTORY

HOW OFTEN ARE YOU WILLING TO VOLUNTEER: ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ AS NEEDED BASIS

TIMES OF THE WEEK YOU WILL BE AVAILABLE (SCHOOL YEAR):

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

TIMES OF THE WEEK YOU WILL BE AVAILABLE (SUMMER):

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

WOULD YOU BE AVAILABLE FOR SPECIAL EVENTS AND/OR MEETINGS: ☐ DAYTIME ☐ EVENINGS ☐ WEEKENDS

INTERESTS: Please check the area(s) that interest you. Check as many as you like.

PROGRAM VOLUNTEERS:

- ☐ TUTORING: List subjects _____
- ☐ SPORTS COACH/ASSISTANT: List sports _____
- ☐ MUSIC ☐ ARTS & CRAFTS ☐ TECHNOLOGY ☐ CULINARY ☐ GARDENING ☐ RECREATIONAL ACTIVITIES ☐ MENTORING ☐ CHAPARONE
- ☐ OTHER: _____

ADMINISTRATIVE VOLUNTEERS:

- ☐ MAILING ☐ FLYER DISTRIBUTION ☐ DATA ENTRY ☐ OTHER: _____

SPECIAL EVENT VOLUNTEERS:

- ☐ FUNDRAISING EVENTS ☐ PROGRAM EVENTS ☐ OTHER: _____

BOARD / COMMITTEE VOLUNTEERS:

- Please indicate if you are interested in: ☐ BOARD OF DIRECTORS ☐ BOARD COMMITTEE ☐ OTHER: _____

QUALIFICATIONS: If you have a professional background or expertise in some of the checked areas, please give a brief synopsis. If you have other skills/talents that you would like to share, please describe them.



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AUTHORIZATION TO RELEASE EMPLOYMENT/REFERENCE INFORMATION

I understand that Boys & Girls Clubs of El Campo (BGCEC) will attempt to verify statements made on my application and made during my employment/volunteer 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. I further give the listed references my permission to answer any and all questions regarding my character, skill and dependability. Nonetheless, in consideration of BGCEC's review of this application and my candidacy for employment/volunteerism, I release BGCEC, all references 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 BGCEC 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

APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of El Campo (BGCEC) requires certain information about me to evaluate my qualifications for employment/volunteerism and conduct its business if I become an employee/volunteer. 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 or volunteering at BGCEC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCEC.

I also authorize BGCEC 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 BGCEC 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/volunteerism, I agree to conform to the rules of BGCEC. I understand that I have the right to terminate my employment/volunteerism at any time with or without notice, with or without cause, and that BGCEC has a similar right. I understand my employment/volunteerism by BGCEC 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 my employment may require me to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCEC. I also understand that BGCEC 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 BGCEC Board of Directors 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 BGCEC's ability to verify this necessary information.

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

Signature

Date



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Criminal Background Check Policy

POLICY

In order to ensure the safety and well-being of the members of the Boys & Girls Club of El Campo, the Boys & Girls Club reserves the right to disqualify or restrict the duties of any person who has been convicted of certain crimes; who has pled guilty or no contest to certain crimes; and/or who has been placed on probation or deferred adjudication for certain crimes

All prospective Boys & Girls Club employees and volunteers must complete and sign a form authorizing the Boys & Girls Club of El Campo or its agents to conduct a criminal background search. Without a completed and signed authorization form, a person cannot serve in or be appointed to a volunteer position with the Boys & Girls Club of El Campo. The Boys & Girls Club will conduct a criminal background search on all prospective employees and volunteers.

The criminal offenses that will disqualify a person from employment or volunteer participation in the Boys and Girls Club, as well as the process used to determine disqualification of a person from employment or volunteer participation, are set out in greater detail below. As a general matter, the decision whether to exclude altogether or limit employment or a prospective volunteer's participation in the Boys and Girls Clubs is exclusively within the discretion of the Boys and Girls Clubs. Factors to be considered by the Boys and Girls Clubs in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and the length of time since the criminal conduct occurred. The Boys and Girls Club's primary concern is always to safeguard the safety and best interests of its members.

PROCEDURE

1. **Application and Authorization Form.** Prospective employees and volunteers must complete and sign an authorization and release form that authorizes the Boys and Girls Clubs or its agents to search the records of the Texas department of Public Safety or other law enforcement agency in order to ascertain the applicant's criminal history record.
2. **Accuracy of Application and Authorization Form.** Providing false information on the application or authorization form, including driver's license number and date of birth, is grounds for automatic exclusion from participation in the Boys and Girls Clubs, regardless of the result of the criminal background search.
3. **Challenging the Accuracy of the Criminal Background Record.** Any applicant who disputes or desires to contest the information provided by the Texas Department of Public Safety (the "DPS") or other law enforcement agency must file a written notice with the Boys and Girls Club within 10 days of being notified that her or his application for volunteer participation has been denied. It is the applicant's responsibility to challenge the report received from the DPS or other law enforcement agency and to arrange for any corrections, if necessary.

The Boys and Girls Clubs have no control over the information maintained by the DPS or other law enforcement agencies. The Boys and Girls Clubs cannot be liable to any person or entity for the information provided by the DPS or other law enforcement agencies to the Boys and Girls Clubs or its agents, or for any actions taken by the Boys and Girls Clubs in reliance on such information. The Boys and Girls Clubs are entitled to and shall rely upon the information contained in the criminal history report until such time as a correction criminal history transcript has been provided. Even if an applicant submits corrected criminal background information. The Boys and Girls Clubs retain exclusive discretion to exclude or limit an applicant's participation.

The Boys and Girls Clubs will maintain the confidentiality of all criminal background search information, including information regarding disqualification decisions.



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Criminal Background Check Policy

Disqualification from Employment or Volunteer Participation

The following rules shall apply if the Boys and Girls Club learn (via a criminal background search or otherwise) that a prospective employee or volunteer has been convicted of, has pled guilty to, has received deferred adjudication for, or has pled no contest to one of the following crimes under the laws of the State of Texas, another State of the United States:

1. **Automatic Disqualification:**

- Murder
- Child abuse or neglect
- Crimes against children including child pornography
- Domestic violence
- Abduction or human trafficking
- Crimes involving rape or sexual assault
- Weapons
- Physical assault or battery
- Kidnapping
- Crimes against persons
- Crimes against the family
- Crimes defined as public indecency
- Arson
- Any violent crime
- Drug-related offense, if committed within the past five years.
- Any individuals who are registered or are required to be registered on any State sex offender registry or on the National Sex Offender Registry

2. **Possible Disqualification:** For a first offense DWI, DUI or possession of marijuana under two ounces, if it has been five years or more since the date of disposition, then the decision whether to allow participation shall be within the absolute and exclusive discretion of the Boys and Girls Clubs. For other than a first offense, that person shall not be allowed to serve in any capacity.

3. **Limitations on Handling Money.** For crimes involving theft, fraud, and forgery (offenses involving an amount greater than \$200), if it has been less than five years since disposition, that person will be restricted from management of Boys and Girls Clubs money.

4. **Other:** For all other criminal offenses (except traffic violations classified as Class C misdemeanors), the Boys and Girls Clubs shall review the applicant's situation on a case-by-case basis. The decision whether to allow service shall be within the absolute discretion of the Boys and Girls Clubs.

If a person is charged with any criminal offense, other than traffic violations classified as Class C misdemeanors, involvement with the Boys and Girls Clubs as an employee or volunteer will be temporarily suspended pending disposition of the case.

ASSOCIATED DOCUMENTS: Criminal Background Check Authorization & Release Form



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Criminal Background Check Authorization & Release Form

PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE

Driver's license #: _____ State: _____

Name (please print): _____
(Last) (First) (Middle)

Maiden /Alias Names: _____ Social Security _____ - _____ - _____

Daytime Phone: _____ Evening Phone: _____

*Date of Birth: ____/____/____ *Gender: _____ *Ethnicity: _____

**Note: The above info. is required for identification purposes only, and is in no manner used as qualifications for volunteering.*

Current Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Previous Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Have you ever been convicted of or plead 'guilty' or 'no contest' to a felony or misdemeanor as an adult or juvenile? Include deferred or probated adjudications as well as convictions that have been set aside.

☐ Yes ☐ No

If yes, give details including date, location and nature of the offense and disposition for each such incident.

Are you currently charged with (indictment or official criminal complaints by county or district court) a felony or misdemeanor?

☐ Yes ☐ No

If yes, give details, including date, location and type of charge.

Have you been or are you currently being investigated for allegedly abusing, neglecting, or exploiting a child, an elderly person, or a person with disabilities? ☐ Yes ☐ No

If yes, give details including the state and county in which each such investigation occurred.

Understanding and Authorization:

I declare that the information provided on this statement is true and correct. I understand that any misrepresentation or omission of the information requested may result in immediate termination and barred from providing services.

I hereby authorize Boys & Girls Clubs of El Campo, and/or the company of its choice to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by the State of Texas Department of Public Safety, Department of Corrections, County Courts databases, Sexual Offender Registry, other public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for volunteering or employment.

I release Boys & Girls Clubs of El Campo and/or the company of its choice and any person or entity which provides pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources.

I understand that any offer of volunteering is contingent on a satisfactory background investigation. I also understand that this form will be kept in my permanent file if I volunteer. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

Signature: _____

Date: _____



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