

EMPLOYEE  VOLUNTEER

D.O.H. \_\_\_\_\_

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

**Boys & Girls Club of El Campo**  
713 Fahrenthold Street  
El Campo, TX 77437  
(979) 543-8320

**Boys & Girls Club of Palacios**  
901 Second St  
Palacios, TX 77465  
(361)972-2642

**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

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### 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 WORKPLACE? <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 OR VOULUNTEERS EMPLOYED BY BGCEC? (If any, give dates, positions)			
DO YOU KNOW ANY CURRENT YOUTH MEMBERS OR STAFF OF THE BOYS & GIRLS CLUB? THIS INCLUDES FAMILY MEMBERS. (LIST NAME AND AGE)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR) OR DO YOU HAVE ANY CRIMINAL CASES PENDING AT THIS TIEM? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):			
<input type="checkbox"/> YES _____			
<input type="checkbox"/> NO			

*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.*

### 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		DEGREE
			YES	NO	
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
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NAME	ADDRESS (City, State, Zip Code)	PHONE
NAME	ADDRESS (City, State, Zip Code)	PHONE

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

<b>COMPANY NAME</b>		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			

<b>COMPANY NAME</b>		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			

<b>COMPANY NAME</b>		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



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BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

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):	TIMES OF THE WEEK YOU WILL BE AVAILABLE (SUMMER):
MONDAY:	MONDAY:
TUESDAY:	TUESDAY:
WEDNESDAY:	WEDNESDAY:
THURSDAY:	THURSDAY:
FRIDAY:	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  CHAPERONE

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 the 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 the 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 is 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 the BGCEC Board of Directors 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 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



## EMPLOYMENT / VOLUNTEER APPLICATION

*Equal Opportunity Employer*

### **Criminal Background Check Policy**

Each Boys & Girls Club of America's Member Organization is mandated to secure criminal background checks on all staff (including minors), board members, and any individual serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement, or other affiliation and at least once every 12 months thereafter. Name-or fingerprint-based record searches may be used in any combination but shall, at a minimum:

- a. Verify the person's identity and legal aliases through verification of a social security number;
- b. Provide a national Sex Offender Registry search;
- c. Provide a comprehensive criminal search that includes a national search; and
- d. Provide a comprehensive local criminal search that includes a statewide or county-level criminal search, depending on jurisdiction.

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.

In accordance with state and federal laws, all background check findings shall be considered by the Boy & Girls Club of El Campo when making employment or volunteer decisions. 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 Club of El Campo. 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.

Boys & Girls Club of El Campo is **prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers** – who have direct, repetitive interaction with youth if such individual:

- a. Refuses to consent to a criminal background check;
- b. Makes a false statement in connection with such criminal background check;
- c. Is registered or required to be registered on a state or national sex offender registry;
- d. Has been convicted of a felony consisting of, but not limited to:
  1. Murder
  2. Child abuse or neglect
  3. Domestic violence
  4. Abduction or human trafficking
  5. A crime involving rape or sexual assault
  6. Arson
  7. Weapons
  8. Physical assault or battery



## EMPLOYMENT / VOLUNTEER APPLICATION

*Equal Opportunity Employer*

9. Kidnapping
10. Crimes against persons
11. Crimes against the family
12. Crimes defined as public indecency
13. Any violent crime
14. **Drug related offence possession, drug use or distribution of drugs in the last five years; or e. has been convicted of any misdemeanor or felony against children, including child pornography.**

1. **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 Clubs. For other than a first offense, that person shall not be allowed to serve in any capacity.
2. **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 the management of Clubs money.
3. **Other:** For all other criminal offenses (except traffic violations classified as Class C misdemeanors), the 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 Clubs.

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

*ASSOCIATED DOCUMENTS: Criminal Background Check Authorization & Release Form*



EMPLOYMENT / VOLUNTEER APPLICATION
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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 (an 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 in 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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