



**BOYS & GIRLS CLUB  
OF ELIZABETHTON/CARTER COUNTY**

## Employment Application

### EQUAL OPPORTUNITY EMPLOYER

Position Desired \_\_\_\_\_ Today's Date \_\_\_\_\_

Days and hours available to work \_\_\_\_\_

Are you available for full-time employment?  Yes  No

How did you hear about the position? \_\_\_\_\_

**Instructions:** Answer all questions accurately and completely. Please print. Print N/A in any space that does not apply to you. Incomplete applications or applications providing additional not-requested information will be considered ineligible. Applications remain on file for 60 days.

**Applicants who have been terminated or asked to resign from the Boys & Girls Club of Elizabethton/Carter County within 5 years of the date of this application are not eligible for rehire consideration or as a volunteer.**

Name \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Last First M.I.

Current Address \_\_\_\_\_  
Street & No. City State Zip

Daytime Number \_\_\_\_\_ Evening Number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Have you worked for the Boys & Girls Clubs before?  Yes  No  
If

yes, give dates, locations and positions:  
\_\_\_\_\_

Give names and positions of any relatives, including in-laws, who are currently working for the Boys & Girls Club of Elizabethton/Carter County.  
\_\_\_\_\_

Have you ever been convicted of, plead guilty, or no contest to a crime?  Yes  No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge?  Yes  No

If the answer to either of the above questions is yes, please explain (state the date, type of offense/crime, place of occurrence, disposition, etc.)  
\_\_\_\_\_

**Note: Conviction of a crime will not necessarily disqualify you for employment consideration. Each conviction will be judged on its own merit with respect to time and job relatedness.**

## Record of Employment

Identify your present and previous employers in chronological order with current or most recent employer listed first. Be sure to account for all period of time including military service and any period of unemployment.

If self-employed, give firm name and supply business references

<b>Employer Present to Previous</b>	<b>Dates of Employment</b>	<b>Title or Position</b>	<b>Reason for Leaving</b>
Company Name, Address	From (Month/Year)  To (Month/Year)		
<b>Employer Telephone Number</b>	<b>Start and End Salary</b>	<b>Name and Title of Last Supervisor</b>	

<b>Employer Present to Previous</b>	<b>Dates of Employment</b>	<b>Title or Position</b>	<b>Reason for Leaving</b>
Company Name, Address	From  (Month/Year) To  Month/Year)		
<b>Employer Telephone Number</b>	<b>Start and End Salary</b>	<b>Name and Title of Last Supervisor</b>	

<b>Employer Present to Previous</b>	<b>Dates of Employment</b>	<b>Title or Position</b>	<b>Reason for Leaving</b>
Company Name, Address	From (Month/Year)  To (Month/Year)		
<b>Employer Telephone Number</b>	<b>Start and End Salary</b>	<b>Name and Title of Last Supervisor</b>	

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## Education

Do you have a high school diploma or GED?  Yes  No

Circle highest level (years) of education completed	School Name & Location	Diploma or Degree Completion	Course of Study or Major
High School 910112			
College/University 1234			
Graduate Other			

List any job related skills or qualifications that support your application.

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## References

List references who are familiar with your work experience, ability, interests, and training.  
**DONOT INCLUDE RELATIVES OR CURRENT EMPLOYER.**

1. (Dr., Mr., Mrs., Ms.,)

Name: \_\_\_\_\_

Title/Company

Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

Telephone (area code & number): \_\_\_\_\_

2. (Dr., Mr., Mrs., Ms.,)

Name: \_\_\_\_\_

Title/Company

Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

Telephone (area code & number): \_\_\_\_\_

3. (Dr., Mr., Mrs., Ms.,)

Name: \_\_\_\_\_

Title/Company

Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

Telephone (area code & number): \_\_\_\_\_

4. (Dr., Mr., Mrs., Ms.,)

Name: \_\_\_\_\_

Title/Company

Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

Telephone (area code & number): \_\_\_\_\_

## APPLICANT'S STATEMENT

I understand that the Boys & Girls Club of Elizabethton/Carter County will attempt to verify statements made on my application and made during my employment interview. When contacted by the Boys & Girls Club of Elizabethton/Carter County, I give permission for my former employers to answer any and all questions based upon the 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 the Boys & Girls Club of Elizabethton/Carter County's review of this application, I release the Boys & Girls Club of Elizabethton/Carter County 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 that the Boys & Girls Club of Elizabethton/Carter County will be unable to contact and make a full background check of my previous work history. As a result, my failure to sign will be deemed interference with and will cause a withdrawal of my application for employment.

I understand that the Boys & Girls Club of Elizabethton/Carter County requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete, misleading statements or omissions on this application or pre or post employment forms may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the Boys & Girls Club of Elizabethton/Carter County.

I understand that if the Boys & Girls Club of Elizabethton/Carter County employs me, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that if I am employed by the Boys & Girls Club of Elizabethton/Carter County, I must conform to the rules of the organization. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by the Boys & Girls Club of Elizabethton/Carter County. I also understand that I have the right to terminate my employment at any time with or without notice to the Boys & Girls Club of Elizabethton/Carter County, and the Boys & Girls Club of Elizabethton/Carter County has the same right to terminate my employment at any time without notice to me. No one other than the CEO of the Boys & Girls Club of Elizabethton/Carter County has the authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing and signed by the Boys & Girls Club of Elizabethton/Carter County CEO.

I understand that the Boys & Girls Club of Elizabethton/Carter County reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by applicable law. I authorize the Boys & Girls Club of Elizabethton/Carter County to investigate my driving record, my criminal record and my credit history, and I understand that an investigative consumer report may be prepared whereby information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted. This inquiry would include information as to my character and general reputation. I understand that I have the right to make written request within a reasonable period of time to receive additional information about the nature and scope of this investigation.

I also authorize the Boys & Girls Club of Elizabethton/Carter County to provide truthful information concerning my employment with the Boys & Girls Club of Elizabethton/Carter County to my future prospective employers and agree to hold the Boys & Girls Club of Elizabethton/Carter County harmless for providing such information.

Although the Boys & Girls Club of Elizabethton/Carter County may keep this application on file indefinitely, this application will be considered current and active for only (60) days. If I wish to be considered for employment after that time, I must reapply.

## I HAVE READ AND UNDERSTAND THIS STATEMENT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date