



**BOYS & GIRLS CLUBS
OF INDIANAPOLIS**

EMPLOYMENT APPLICATION

THE BOYS & GIRLS CLUBS HAS BEEN PART OF A NATIONWIDE AND LOCAL EFFORT TO HELP ASSURE THE PROTECTION OF CHILDREN FROM ABUSE AND EXPLOITATION. THEREFORE, IN ORDER TO SAFEGUARD THE WELL BEING OF THE YOUTH SERVED, THE BOYS & GIRLS CLUBS WILL INVESTIGATE THE ACCURACY OF DATA PROVIDED IN THE APPLICATION PROCESS. THIS INVESTIGATION MAY INCLUDE, *BUT IS NOT LIMITED TO*, REFERENCE CHECKING WITH PAST EMPLOYERS, THE MILITARY, SCHOOLS, APPROPRIATE VOLUNTEER AGENCIES, POLICE, DEPARTMENT OF CHILD SERVICES AND OTHER GOVERNMENT AGENCIES.

POSITION APPLIED FOR

CLUB: _____ SPECIFIC POSITION: _____
AFTER-SCHOOL PROGRAM _____ DATE AVAILABLE: _____
SUMMER PROGRAM (TEMP) _____ DATE AVAILABLE: _____

GENERAL INFORMATION

LEGAL NAME: _____

ALL OTHER NAMES BY WHICH KNOWN AT ANY TIME: _____

TELEPHONE: _____ E-MAIL: _____

ADDRESS, CITY, STATE, ZIP: _____

HOW LONG AT THIS ADDRESS? _____

DATE OF BIRTH: ____ / ____ / ____ SOCIAL SECURITY NUMBER: _____

PREVIOUS ADDRESSES (PAST 10 YEARS), AND NAME AT WHICH KNOWN AT SUCH ADDRESS (ES), IF DIFFERENT FROM ABOVE.

- (1) _____
- (2) _____
- (3) _____
- (4) _____

HAVE YOU EVER BEEN TERMINATED FROM A PAID OR VOLUNTEER POSITION? YES ___ NO ___
HAVE YOU EVER BEEN SUSPENDED FROM AN EDUCATIONAL INSTITUTION? YES ___ NO ___
IF YES TO EITHER QUESTION, PLEASE EXPLAIN THE CIRCUMSTANCES: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME(S)? YES ___ NO _____. IF YES, DESCRIBE IN DETAIL AS TO CONVICTIONS AND DATE(S). _____

DO YOU HAVE A VALID DRIVER'S LICENSE? YES ___ NO ___ WHICH STATE: _____

HAVE YOU EVER HAD YOUR LICENSE SUSPENDED? YES ___ NO ___ DATE: _____
REASON: _____

HAVE YOU EVER BEEN BONDED? YES ___ NO ___ IF YES, WITH WHAT EMPLOYER(S): _____

HOW OR BY WHOM WERE YOU REFERRED TO THE BOYS & GIRLS CLUBS? _____

ARE YOU A BOYS & GIRLS CLUB ALUM? YES ___ NO ___ WHAT CLUB? _____

HAVE YOU EVER WORKED AS A VOLUNTEER OR PAID STAFF AT A BOYS & GIRLS CLUB? YES ___ NO ___
IF YES, WHAT CLUB, CITY, DATE AND NAME OF SUPERVISOR. _____

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	FROM	TO	GRADUATION DATE	DEGREE
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HIGH SCHOOL _____
 COLLEGE OR UNIVERSITY _____

TECHNICAL SCHOOLS _____

OTHER SCHOOLS _____

CERTIFICATION _____

If you did not graduate from any school you attended, state why: _____

Professional Societies, Associations, Awards, Publications: _____

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record.
 Start with present or most recent employer. Feel free to attach additional résumé.

1	Company Name	Telephone () - _____
	Address	Employed (State Month and Year) From _____ To _____
	Name of Supervisor	Phone number of Supervisor _____
	Job Title and Describe Your Duties	Reason for Leaving _____

2	Company Name	Telephone () - _____
	Address	Employed (State Month and Year) From _____ To _____
	Name of Supervisor	Phone number of Supervisor _____
	Job Title and Describe Your Duties	Reason for Leaving _____

SIGNATURE	<p>I hereby declare the information provided by me in this Application for Employment is true, correct and complete, to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I authorize BGCI to obtain a background check, driving record check, department of child services and may obtain a credit check if position requires it. I understand I have the right to make a written request to receive a copy of the report(s).</p> <p style="text-align: center;">_____ Date _____ Signature _____</p> <p>If under age 18 a parent or legal guardian must complete to give us consent to run background check. I, _____ (print name) the Parent or Legal Guardian (circle one) of the above applicant, give my consent to run a background check on the minor listed.</p> <p>Signature _____ Date ____/____/____</p>
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