

# EMPLOYMENT APPLICATION



**BOYS & GIRLS CLUBS**  
OF YORK COUNTY

The Boys & Girls Clubs of York County has been a part of the 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 Club will investigate the accuracy of data provided in the application process for all applicants before permanent appointment of staff/volunteer can be made. This investigation may include, but is not limited to, fingerprinting and drug testing, reference checking with past employers, the military, schools, appropriate volunteer agencies, law enforcement and other government agencies.

***Please submit a typed resume along with this application.***



## POSITION APPLIED FOR

Category:

- Paid Full-time \_\_\_\_\_
- Paid Part-time \_\_\_\_\_
- Volunteer \_\_\_\_\_

Date Available: \_\_\_\_\_

If Part-time or Volunteer (Days and times available) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## GENERAL

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

Telephone: \_\_\_\_\_

All other names by which known at any time: \_\_\_\_\_  
\_\_\_\_\_

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

City

State

Zip

E-mail Address: \_\_\_\_\_

Have you ever been terminated involuntary from a paid or volunteer position or suspended from an educational institution? Yes \_\_\_\_ No \_\_\_\_

If yes, explain circumstances. \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

<u>School</u>	<u>Name &amp; Location</u>	<u>Major</u>	<u>From-To</u>	<u>Graduate</u>	<u>Degree</u>
College	_____				
High School	_____				
Other	_____				

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

Professional Societies, Associations, Awards, Publications: \_\_\_\_\_



**OTHER**

How or by whom referred you to the Boys & Girls Club? \_\_\_\_\_

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Vista type, if not U.S. Citizen. \_\_\_\_\_

Military Service: Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, which branch \_\_\_\_\_

Dates of service \_\_\_\_\_

Do you have a valid drivers license? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, from which state. \_\_\_\_\_

Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, with what employer(s) \_\_\_\_\_

Have you ever been convicted of a crime(s) in the past 10 years? Are any current criminal charges pending? Yes \_\_\_\_ No \_\_\_\_ . If yes, describe. \_\_\_\_\_

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Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children? Yes \_\_\_\_ No \_\_\_\_ . If yes, describe in full. \_\_\_\_\_

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### WORK EXPERIENCE (Past 10 Years)

Show present or last employer first and work back. Do not detail duties and responsibilities if described in attached resume. List all employers for this period. Use additional pages if needed.

**Company Name** \_\_\_\_\_

Your Title \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Started \_\_\_\_\_ Date Left \_\_\_\_\_

Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Telephone ( \_\_\_\_ ) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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**Company Name** \_\_\_\_\_

Your Title \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Started \_\_\_\_\_ Date Left \_\_\_\_\_

Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Name** \_\_\_\_\_

Your Title \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Started \_\_\_\_\_ Date Left \_\_\_\_\_

Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER EXPERIENCE

**Agency** \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agency** \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



I certify that all answers given by me to all the questions on this application and any attachment are to the best of my knowledge true and that I have not withheld any pertinent information.

I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal of or summary dismissal from employment.

I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and understand that, upon request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Applications will be kept on file for 90 days from submittal.