



BOYS & GIRLS CLUBS
OF WAYNE COUNTY

CLUB: _____
DATE: _____
STAFF MEMBER: _____
APPLICATION TYPE: ☐ Employment ☐ Volunteer

Boys & Girls Clubs of Wayne County Employment / Volunteer Application
GOLDSBORO 919-735-2358 | FREMONT 919-242-3276 | MOUNT OLIVE 919-658-9836

APPLICANT INSTRUCTIONS:

If you need help filling out this application form or any phase of the placement process, please notify the person that gave you this form and every reasonable effort will be made to accommodate your needs.

- Complete all pages as thoroughly as possible.
- If more space is needed, please attach the additional page(s).
- Print clearly; incomplete or illegible applications will not be reviewed or considered.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for placement. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after placement, terminating placement. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to or after placement.

EQUAL OPPORTUNITY EMPLOYMENT:

The Boys & Girls Clubs of Wayne County, Inc. will comply with and will fully endorse all the provisions of the Civil Rights Act of 1964 and all requirements imposed pursuant thereto. To that end no person shall, on the grounds of race, color, religion, gender, age, physical or mental disability, sexual orientation, creed, or national origin be excluded from employment, board membership and/or client services at the Boys & Girls Clubs of Wayne County.

It is the continuing policy of the Boys & Girls Clubs of Wayne County to afford equal opportunity to all qualified employees or applicants in the employment, compensation, promotion, upgrading, and termination.

AT-WILL EMPLOYMENT:

Employment with Boys & Girls Clubs of Wayne County is at-will. This means that neither you nor Boys & Girls Clubs of Wayne County, Inc. has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Boys & Girls Clubs of Wayne County at any time, with or without reason. Likewise, Boys & Girls Clubs of Wayne County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason.

No employee of Boys & Girls Clubs of Wayne County can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Executive Director or Board of Directors.

CANDIDATE INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth (MM/DD/YYYY): _____ Gender: _____ Shirt Size* _____ Anticipated Start Date: _____

Current Address: _____ City: _____ State: _____ Zip Code: _____

Former Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (____) - ____ - _____ Cell Phone: (____) - ____ - _____ Work Phone: (____) - ____ - _____

Are you authorized to work in the United States? _____ Email: _____

Reason for Application: ☐ Employment ☐ Volunteer Position Interested in: _____

*Used only in the event that the organization orders apparel for staff for events or other activities.

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

SECURITY:

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons.

☐ Yes ☐ No Have you used any other names or Social Security Numbers other than those given at birth?

If yes, please list them below:

Other Name: _____ Other SSN: _____ Date Used: _____

Other Name: _____ Other SSN: _____ Date Used: _____

Other Name: _____ Other SSN: _____ Date Used: _____

List all states and countries in which you have lived since the age of 18. (List in chronological order starting with the most recent.)

State: _____	State: _____	State: _____	State: _____	State: _____
Country: _____	Country: _____	Country: _____	Country: _____	Country: _____
State: _____	State: _____	State: _____	State: _____	State: _____
Country: _____	Country: _____	Country: _____	Country: _____	Country: _____

VOLUNTEER AND/OR JOB-RELATED SKILLS:

Note: You are not required to fill out any part of this section that you do not feel is job-related. If you do choose to disregard any questions in this section, please briefly describe your reason for doing so.

☐ Yes ☐ No Have you been given a job description or have the requirements of the job been explained to you?

☐ Yes ☐ No Do you understand the requirements for this position?

☐ Yes ☐ No Can you perform the requirements of this job with or without reason accommodation?

☐ Yes ☐ No If the job requires, do you have a valid driver's license?

Name on License: _____ License Type/Class: _____

☐ Yes ☐ No Do you have your own transportation?

Vehicle License Plate #: _____ Auto Insurance: _____

Carrier or Agent: _____ Auto Policy #: _____

☐ Yes ☐ No If you answered "No" to the above question, do you have reliable access to transportation?

If yes, please describe: _____

☐ Yes ☐ No Have you ever had any moving violations?

If so, please describe and provide dates: _____

List any other skills or qualifications that you feel would be of value to the organization: _____

List any languages you speak fluently: _____

List any hobbies, activities, or experiences that might provide skills or knowledge helpful in this position: _____

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

DISCIPLINARY AND LEGAL BACKGROUND:

- ☐ Yes ☐ No As an employee or volunteer of the Boys & Girls Clubs of Wayne County, Inc., do you agree to observe all guidelines and policies regarding working with members?
- ☐ Yes ☐ No Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information. _____
- ☐ Yes ☐ No Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, law enforcement agency making the charge, and other relevant information. _____
- ☐ Yes ☐ No Have you ever been reported to a social agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a brief description of the circumstances, name and address of the entity receiving the report. _____
- ☐ Yes ☐ No Have you ever been disciplined or dismissed from employment or a volunteer position by an employer, including charitable and religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and the name and address of the employer. _____
- ☐ Yes ☐ No Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, or other organization where the lawsuit, investigation, or allegation arose or occurred. Explain how the lawsuit was resolved. _____
- ☐ Yes ☐ No Have you ever been the subject of a complaint or discipline proceeding against a professional license or other license held by you? If so, give the name and address of the organization and explain how the proceeding was resolved. _____
- ☐ Yes ☐ No Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children or adults in your care? If so, please describe the circumstances and provide the name and address of the employer or organization with which you and/or the children were associated at the time of the incident. Explain how the incident was resolved. _____
- ☐ Yes ☐ No Do you have any investigation, review, or disciplinary action pending by an employer or organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

EDUCATION, SKILLS, AND INTERESTS:

☐Yes ☐No Do you have a High School Diploma or General Educational Development (GED)?

If yes, what high school or facility did you attend? _____

☐Yes ☐No Did you attend College / Trade School?

If yes, what college or trade school? _____

If yes, when did you graduate? _____

If yes, what is your degree in? _____

EMPLOYMENT / VOLUNTEER HISTORY:

You may attach a Resume to include at least three (3) references (one reference must be a family member and the other two from previous/current employers) or attach additional sheet(s) with information listed below (9 categories). Identify all employers for whom you have worked in the last 10 years. Include part-time & temporary employers. Start with your most recent employer. Describe your activities during any lapses in employment in the last 10 years. Do not include leave or time off due to illness or medical treatment. Attach this information to the completed application. If you attach a Resume for this section, it MUST include three references with one reference being a family member. If you attach a Resume, you must complete the remainder of this application or it will be considered as incomplete.

- | | | |
|---------------------------|---------------------------|---------------------------------|
| 1. Employer/Organization | 5. Job/Volunteer Title(s) | 8. Reason for Leaving |
| 2. Supervisor's Name | 6. Job Duties | 9. Three References (see above) |
| 3. Area Code/Phone Number | 7. Dates | |
| 4. Location | Employed/Volunteered | |

Employer: _____ Employer: _____

Supervisor: _____ Supervisor: _____

Phone: _____ EXT: _____ Phone: _____ EXT: _____

Address: _____ Address: _____

City: _____ State: _____ City: _____ State: _____

Job Title: _____ Job Title: _____

Date(s) Employed (Start / End): _____ Date(s) Employed (Start / End): _____

Reason for Leaving: _____ Reason for Leaving: _____

Employer: _____ Employer: _____

Supervisor: _____ Supervisor: _____

Phone: _____ EXT: _____ Phone: _____ EXT: _____

Address: _____ Address: _____

City: _____ State: _____ City: _____ State: _____

Job Title: _____ Job Title: _____

Date(s) Employed (Start / End): _____ Date(s) Employed (Start / End): _____

Reason for Leaving: _____ Reason for Leaving: _____

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

LICENSE, CERTIFICATIONS, SPECIAL SKILLS:

Type: _____	Type: _____
License / Certificate #: _____	License / Certificate #: _____
Expiration Date: _____	Expiration Date: _____
Issued By: _____	Issued By: _____
Type: _____	Type: _____
License / Certificate #: _____	License / Certificate #: _____
Expiration Date: _____	Expiration Date: _____
Issued By: _____	Issued By: _____

REFERENCES – MUST LIST AT LEAST THREE – ONE MUST BE A FAMILY MEMBER

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Years Known: _____	Years Known: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Occupation: _____	Occupation: _____
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Years Known: _____	Years Known: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Occupation: _____	Occupation: _____

EMERGENCY CONTACT: (Whom can be contacted in the event of an emergency if employed)

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____ EXT: _____	Work Phone: _____ EXT: _____
Cell Phone: _____	Cell Phone: _____

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

APPLICANT'S STATEMENT

I hereby authorize all employers, organizations, and other entities and persons identified in this form to release any information contained in their files or records concerning me.

In consideration of the receipt and evaluation of this application by Boys & Girls Clubs of Wayne County, I hereby release the Club and any individual, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to Boys & Girls Clubs of Wayne County that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality when clients or minors are involved. I affirm that I will strictly comply with Boys & Girls Clubs of Wayne County policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of Boys & Girls Clubs of Wayne County. My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Boys & Girls Clubs of Wayne County may determine that I am no longer qualified to be associated with its programs as an employee or volunteer in any capacity.

☐ By checking this box, I agree that I have carefully read the following statement. I also am agreeing that I fully understand it.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

CRIMINAL BACKGROUND CHECK AND BARRIER CRIME POLICY

The Club is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an on-going annual basis, Clubs will conduct background checks in accordance with the following policy:

The Club will conduct criminal background checks on all employees and volunteers, including minors, who have direct, repetitive contact with children. Name-based 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, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months to ensure employees and volunteers remain in compliance.

All background check findings shall be considered when making employment or volunteer decisions. It is the policy of the Club that an employee or volunteer will be automatically ineligible for employment or volunteer service, 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 is 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:
 - a. Murder
 - b. Child abuse
 - c. Domestic violence
 - d. Abduction or human trafficking
 - e. A crime involving rape or sexual assault
 - f. Arson
 - g. Weapons
 - h. Physical assault or battery
 - i. Drug possession, drug use or distribution of drugs in the last five years;
- E. Has been convicted of any misdemeanor or felony:
 - a. Against children, including child pornography
 - b. Cruelty to animals

OTHER CRIMES that may require further investigation of the applicant or employee before any action is determined:

- A. Any misdemeanor convictions within the past 5 years that are not Barrier Crimes.
 - a. Barrier Crimes are listed in this section titled "Background Check and Barrier Crime Policy" (#a – #e).
- B. Incomplete disposition of any Barrier Crime (listed above).
- C. Expunction, restoration of rights or pardon of any Barrier Crime.
- D. A charge involving a child, but resulting in a favorable disposition to the applicant.
- E. A charge not readily apparent if drugs, alcohol, stalking or violence is involved.
- F. Any DUI/DWI conviction within the past 5 years.

I have read and understand the Criminal Background Check and Barrier Policy.

For continued employment, return this document, signed and dated, to the Administrative office.

☐ By checking this box, I agree that I have carefully read the following statement. I also am agreeing that I fully understand it.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____

BACKGROUND CHECK PERMISSION FORM

In connection with my application for placement, I understand that an investigative report will be requested that includes information as to my character, work habits, performance, and experience along with reasons for disciplinary action or termination of past employment. I understand that as directed by policy and consistent with the job described, you may be requesting information from public and private sources about my criminal record, driving record, education, and previous employment.

The fact applicants have a criminal record will not be an automatic bar to employment or volunteer work. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed and subsequent rehabilitation will be considered.

I acknowledge that a telephonic facsimile (fax) or photographic copy shall be valid as the original. This release is valid in most federal, state, and county agencies.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described above.

Law enforcement agencies and other entities for positive identification purposes require the following information when checking records. It is confidential and will not be used for any other purpose.

VeriScreen®

Comprehensive Background Checks

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION for Boys and Girls Clubs of Wayne County Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit VeriScreen, Inc. to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 3 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I am entitled to know if employment or promotion is denied because of information obtained by my prospective employer from a Consumer Reporting Agency.

I agree that a copy of this authorization has the same effect as an original and if my application is accepted I understand that VeriScreen will be allowed to perform a background check on a yearly/quarterly or during the process of determining a promotion, re-certification, continued qualification or as the result of reasonable suspicion. I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I authorize VeriScreen, Inc. to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my application as a volunteer or employee of Boys and Girls Club. This authorization shall remain in effect over the course of my employment or time while volunteering. Reports may be ordered periodically during the course of my employment or volunteering. NOTE: Except for those states where an annual release is required, i.e. California (CALIFORNIA- Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered. - CA Civ. Code 1786.22)

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Boys and Girls Club by contacting the consumer reporting agency identified above

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Boys and Girls Club and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available to you should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California applicants or employees only: By signing below you also acknowledge receipt of the Notice Regarding Background Investigation Pursuant to California Law. Please check this box and return this page if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California Law.

Minnesota and Oklahoma applicants or employees only: Please check this box and return this page if you would like to receive a copy of a consumer report if one is obtained by the Company.

BACKGROUND CHECK PERMISSION SIGNATURE FORM

First Name: _____

Middle Name: _____

Last Name: _____

Previous / Other Names: _____

Date of Birth (MM/DD/YYYY): _____ Gender: _____ SSN: _____

Names as Appears on License/ID: _____

Driver's License State: _____ Driver's License #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (____) - ____ - _____ Cell Phone: (____) - ____ - _____ Work Phone: (____) - ____ - _____

Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes

STAFF ONLY

Authorized BGC Staff: collect, copy and attach the following documents to this application.

Current Driver's License/State Issued ID _____ YES

Social Security Card (original) _____ YES

Staff Initial _____ Date _____

We acknowledge that this document contains sensitive information.

We assert that all copies will be shredded or secured.

CODE OF CONDUCT FOR EMPLOYEES

Each employee has an obligation to observe and follow the Clubs' policies and to maintain proper standards of conduct at all times. Violations of any of these policies and procedures are considered misconduct and appropriate disciplinary procedures will be initiated that may result in disciplinary action, up to and including termination of employment.

The organization's reputation is built on a dedication to high standards of conduct. To maintain this reputation, it requires the vigilance and active participation of every employee. The opinions and attitudes that people have towards the Club may be influenced for a long period of time by the behavior and action of one employee. Each employee must be sensitive to the importance of fair and courteous treatment in all work relationships. An employee must project a professional image and maintain the standards of conduct expected of all Club employees.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following is not all-inclusive but provides an example of improper conduct.

This document will be included in the hiring packet to be signed, dated, placed in your personnel file and renewed annually.

General

- Encourage and enforce proper personal boundaries between persons at the Club.
- Be mindful of the personal boundaries between all persons.
- Treat members as your responsibility, but not as your children, peers or siblings.
- Avoid displaying favoritism or intimacy with any member.
- Avoid inappropriate materials, language, gestures or touching.
- Avoid one-on-one situations with members. (Doors open if a one-on-one situation occurs)
- Avoid off-site fraternization with members.

Physical Contact

- Utilize verbal expressions of approval and encouragement in lieu of physical contact, whenever possible.
- It is advisable for staff to express themselves to members via physical contact through handshakes, fist bumps or "high-fives."
- A hug, pat on the back or placing arms around the shoulders of a member should only be done in public or plain view of others.
- Do not let members hang on you or sit in your lap.
- Do not touch members through a pat on the buttocks, backrub, massage or other similar touching.
- Physical contact between staff and members during athletic activities must be Club supervised.

Technology and Other Media - The following are not allowed:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome or unprofessional on any computer or personal digital assistant (PDA) in the Clubhouse or any computer or PDA owned by the organization
- Communications to other staff or members that is unprofessional, inappropriate or unwholesome
- Communications with members by email, text message, instant message or any social media except via their Club email address
- Sharing home or personal email, instant message or social media addresses with members
- Communication with Club members through social media platforms except via the Club's social media pages (such as but not limited to Facebook, Instagram, twitter)
- Sharing any magazines, literature, photos, videos or music with members that would be considered inappropriate or "adult" in nature. Such materials shall not be present on Club premises.
- Any inappropriate personal photos in their office or on their person.

Boys & Girls Clubs of Wayne County Employment / Volunteer Application

Verbal Communication - The following are not allowed:

- Using language of a sexual, vulgar or provocative nature
- Speaking in a teasing, deriding or sarcastic tone
- Sharing personal information with members, such as one's love life, sex life, romances or other similar information
- Sharing your personal phone number with a member
- Communications with members by telephone/cell phone for social or any other purposes except for Club matters

The Appearance of Impropriety

- There should be few, if any, instances when staff must be alone with a member.
- If you confer with a member, the office or room door must always be open, even if the member wishes to speak in confidence.
- Do not let members wear your clothes or have access to your personal belongings.
- Avoid being alone in a locker room with a member who is showering or changing clothes.

Accusations of Impropriety

- Record keeping is a necessary means of protecting all staff and members. If you are accused of impropriety or are a witness to an incident that is the basis of such an accusation, write down all details (date, time, who was present, who said what, who did what) before the memory fades.
- In the course of an investigation into accusations of impropriety, you must never withhold information or provide false or misleading information out of loyalty to a friend or coworker.
- All staff hold positions of responsibility, and your first obligation is to the emotional, physical and mental well-being of the members who are entrusted to your care.

Transportation

- Staff may not drive alone in a vehicle with a member without permission from the Executive Director.
- On Club trips, adult staff shall never share a room with a member or be alone in a room with members.
- On Club trips, beds, blankets or sleeping bags should not be shared between staff and members.

Secrets and Confidentiality

- If a member asks a staff member not to reveal a secret, the staff member should advise the member that in some instances they may be required to reveal the secret, especially if the secret carries potential harm to themselves or others. In such cases the staff must reveal it to the proper authorities.

☐ By checking this box, I agree that I have carefully read the following statement. I also am agreeing that I fully understand it.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____