



**Application for Employment
Community Boys and Girls Club of Wilmington, Inc.**

The Community Boys and Girls Club of Wilmington, Inc. is an equal opportunity employer and does not discriminate on the basis of age, color, national origin, race, religion, sex, marital status, disability, sexual orientation, or veteran status.

Please answer all questions in full and print clearly and neatly.

Position Desired: _____ **Date:** ___/___/___

Have you ever applied for a position with this company? ___ Yes ___ No

If yes, When? _____

Can you work overtime and/or weekends? ___ Yes ___ No

Will you accept part-time employment? ___ Yes ___ No

Will you accept temporary work? ___ Yes ___ No

Please check all days you are available to work. The work day is from 10am-7pm.

Monday___ Tuesday___ Wednesday___ Thursday___ Friday___ Saturday___

Personal Information:

Name: _____ **SS#** ___/___/___

Last First M.I.

Mailing Address: _____

Street name and number City State/Zip

Permanent Address (if different from above)

Street name and number City State/Zip

Telephone: Home () _____ Work () _____ Cell () _____

Are you a US Citizen? ___ Yes ___ No **If no, do you have a valid work ID** ___ [gu ___ P q

(If hired, proof of eligibility to work in the United States will be required.)

Are you currently serving in the U.S. Military? ___ Yes ___ No

If yes, Date of Service and Branch _____

Education:

Please list all education credentials including, degrees and certificates you have obtained from high school, college/universities, trade, or occupational schools.

| School/address | Degree | Years completed | Major and/ or minor | Dates Attended |
|----------------|--------|-----------------|---------------------|----------------|
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References:

(Please provide three complete references. Do not include relatives)

| Name | Telephone Number | Years Known |
|------|------------------|-------------|
| | | |
| | | |
| | | |

Work Experience:

Begin with your most recent employer; include military service assignments and volunteer opportunities relevant to the job for which you are applying.

Employer: _____ **Position:** _____

Address: _____ **Telephone:** _____

Supervisor: _____ **Date Started:** _____ **End Date:** _____

Reason for Leaving: _____

May we contact this employer? Yes No

Employer: _____ **Position:** _____

Address: _____ **Telephone:** _____

Supervisor: _____ **Date Started:** _____ **End Date:** _____

Reason for Leaving: _____

May we contact this employer? Yes No

Employer: _____ **Position:** _____

Address: _____ **Telephone:** _____

Supervisor: _____ **Date Started:** _____ **End Date:** _____

Reason for Leaving: _____

May we contact this employer? Yes No



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Please answer all questions in full and print clearly and neatly.

List any additional qualifications, professional licenses, or special skills that will make you an excellent candidate for the applied position.

Background/ History

The nature of our organization requires that a background check be performed on every employee working under our organization. This is to ensure compliance with North Carolina State Law and to ensure the safety of those we serve here at the Community Boys and Girls Club.

Do you have a driver's license? Yes No state _____ # _____

Have you ever been arrested? Yes No

If yes, please explain:

Prior to finalizing an application potential employees should provide a certified copy of a criminal background report. This can be obtained from the Clerk of Courts.

Authorization for Release of Information

I authorize the Community Boys and Girls Club of Wilmington to perform a criminal background check in connection with my application for employment or volunteer position with the Community Boys and Girls Club. These checks will be conducted as needed.

Last name First Middle Maiden

SS# DOB Sex Race

Driver License # Driver License State

Please provide address for the last 7 years.

| Dates | City | State | County |
|-------|------|-------|--------|
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Please answer all questions in full and print clearly and neatly.

It is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I understand that any false information, omission or misrepresentations of facts called for in this application may result in rejection of my application or discharge at anytime during my employment. I understand also that I am required to abide by all rules and regulations of the employer. I authorize the Community Boys and Girls Club of Wilmington, Inc. and/or its agents, including consumer reporting bureaus, to verify any of this information including but not limited to, criminal history and motor vehicle driving records. I also understand that under the Fair Credit Reporting Act, this investigation may include an investigative Consumer Report, including information regarding my character, general reputation, personal characteristics and mode of living. I authorize all persons, school, companies and law enforcement authorities to release any information concerning my background and whatsoever for issuing this information. **I also understand that the use of illegal drugs is prohibited during employment. Prior to employment I consent to a mandatory drug test.**

I understand and agree that if I am offered employment by the Community Boys & Girls Club of Wilmington, Inc. My employment will be for no definite term and that either, I or The Community Boys and Girls Club of Wilmington, Inc. will have the right to terminate the employment relationship at any time with or without notice.

Applicant Name (Print)

Signature of Applicant

Date

For Office Use Only

State- wide _____
State

State/County _____

Person performing search _____

Date completed _____



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APPLICANT – PLEASE COMPLETE THE SECTION BELOW AND SIGN

(Only Human Resources will view the information below - it will not be available to hiring supervisors or others in the organization. If you are not selected for the position, this form is shredded and not retained in our files.)

NAME (please print):

(Last)

(First)

(Middle)

Maiden or alias Names: _____ **Social Security Number:** _____

***Date of Birth:** ____ / ____ / ____

***Note:** *The above information is required for identification purposes only, and is in no manner used as qualifications for employment.*

Please list addresses and dates for the past 7 years:

Current _____

Previous _____

Previous _____

Previous _____

Previous _____

I hereby authorize Boys and Girls Club of Wilmington to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both 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 employment.

I release Boys and Girls Club of Wilmington and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regard to the information obtained from any and all of the above referenced sources.

I understand that any offer of employment is contingent on a satisfactory background investigation. I also understand that this form will not be kept in my permanent file if I am employed. 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: _____



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THIS SPACE FOR HUMAN RESOURCES USE ONLY

FROM: Boys & Girls Clubs of _____
Requester: _____
Phone: ()

ACCOUNT NUMBER:
Date Requested: _____
Number of pages: _____

PER COMPONENT SELECTION:

- Criminal records – Search felony criminal records (statewide where available) at all address for 7 years.
- Statewide Repository – Search statewide database for felony & misdemeanor criminal records (where available).
- National Criminal File Search
- Sexual Offender Database - * Please note which state(s) you want reported: _____
- National Credit File – Search national credit file for employment.
- Motor Vehicle Record – DL# _____ State _____
- Education – Please indicate school on the application, attach application.



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Employee Information

Personal Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____

Social Security Number or Government ID: _____

Birth Date: _____ Marital Status: _____

Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: _____

Job Information

Title: _____ Employee ID: _____

Supervisor: _____ Department: _____

Work Location: _____ E-mail Address: _____

Work Phone: _____ Cell Phone: _____

Emergency Contact Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit#

City State Zip Code

Primary Phone: _____ Alternate Phone: _____

Relationship: _____