



BOYS & GIRLS CLUBS
OF VALDOSTA

POLICY REQUIREMENTS

-Are you 18 years of age or older? Yes No

-If hired, can you provide written evidence that you are authorized to work in the United States?
____ Yes ____ No

Are You Currently Employed? ____ If So, May We Inquire To Your Employer? _____

Have You Ever Applied With This Organization Before? _____ Date _____

If so, Where? _____

What position did you hold? _____

Is there any information we would need to know about your name or use of another name in order to check your work record or conduct a background check? _____ Yes; _____ No; If so, please

Specify:

Have you ever been convicted of, pled guilty to and or pled *nolo contendere* to a crime (felony or misdemeanor, including but not limited to theft, banking fraud, drug and alcohol-related offense, assault etc.)? If yes, please explain (state, court date, type of crime, place of occurrence, disposition

State	
Court Date	
Crime/offense	
Place of Occurrence	
Disposition	

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Educational Background

	Name/Location	Dates Attended	Graduated Y/N	Course of Study/Major
HS				
College/University				
Technical College				
Other				

Former Employers - Last to First

Date	Employer	Salary/Position	Reason for Leaving

General Information

- U.S. Military Service: Y N; MOA: _____
 Dates: ___/___/___ to ___/___/___; Rank _____
- Office Skills: Computer Word, Excel, Power Point, Quick Books,
 Publisher Other, _____wpm

SKILLS / TALENT / INTEREST

Please list any skills, talents or interests that you possess (for example, Arts & Crafts, Swimming, Athletics...):

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Reflective questions:

- 1) In your opinion, what is the best way to minimize discipline problems when working with children?

- 2) What strengths do you possess that would make you an asset to this organization?

- 3) Why do you want to work at the Boys & Girls Club?

- 4) If given an option, which grade would you prefer to work with?

___ K ___ 1ST ___ 2ND ___ 3RD ___ 4TH ___ 5TH ___ 6TH ___ 7TH ___ 8TH ___ 9TH
___ 10TH ___ 11TH ___ 12TH

- 5) What is your area of expertise?

___ Math ___ Science ___ Reading Art ___ Language Arts ___ Technology
___ Drama ___ Music ___ Social Studies ___ History

- 6) Days and Hours of Availability:

	From	To
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

- 7) When are you available to start work? _____

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References

1. _____ Name	_____ Relation	_____ Phone
2. _____ Name	_____ Relation	_____ Phone
3. _____ Name	_____ Relation	_____ Phone

"I _____ certify that the information/responses contained in this application are true, honest and complete to the best of my knowledge. I understand that if employed false statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and all references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information."

Applicants Signature

Date

FOR OFFICE USE ONLY

Date Hired: _____ Unit: _____ Position: _____ Wage: _____

Hired by: _____

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