



BOYS & GIRLS CLUBS
OF LAURENS & JOHNSON COUNTIES

EMPLOYMENT APPLICATION
(Paid and Volunteer Staff)

The Boys & Girls Clubs of Laurens & Johnson Counties have 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 of Laurens & Johnson Counties will investigate the accuracy of data provided in the application process for all applicants before appointment to the staff can be made. This investigation may include, but is no limited to, fingerprinting and drug testing, reference checking with past employers, the military, schools, appropriate volunteer agencies, law enforcement and other government agencies.

Position Applied For: _____

Category: Paid Full-Time Salary Desired: _____
 Paid Part-Time Date Available: _____
 Volunteer

If part-time or volunteer, please specify days and times available:

GENERAL INFORMATION

First Name: _____ MI: _____ Last Name: _____

Telephone: _____ Are you over the age of 18? _____

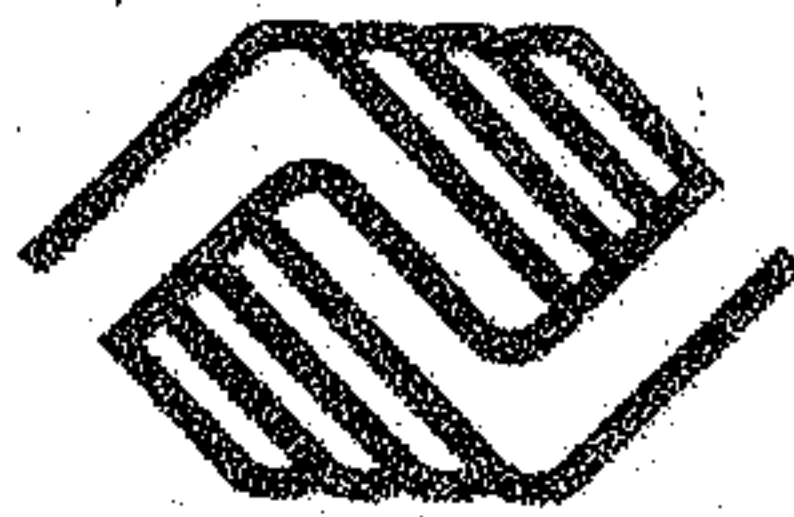
Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Previous address (past 10 years), and name of which known at such addresses (if different from above):

1. _____
2. _____
3. _____



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Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? _____

If yes, please explain circumstances: _____

U.S. Citizen?: Yes No Visa Type, if not U.S. Citizen: _____

How, or by who were you referred to us?: _____

Have you ever been bonded: Yes No

WORK EXPERIENCE

Company Name: _____

Street Name: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Title: _____

Supervisor's Name: _____ Title: _____

May we contact: Yes No

Date Started: _____ Date Left: _____

Starting Salary: _____ Ending Salary: _____

Description of Duties and Responsibilities

Reason for Leaving:



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Company Name: _____

Street Name: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Title: _____

Supervisor's Name: _____ Title: _____

May we contact: Yes No

Date Started: _____ Date Left: _____

Starting Salary: _____ Ending Salary _____

Description of Duties and Responsibilities

Reason for Leaving:

Volunteer Experience

Agency Name: _____

Street Address: _____

City: _____ GA: _____ Zip: _____

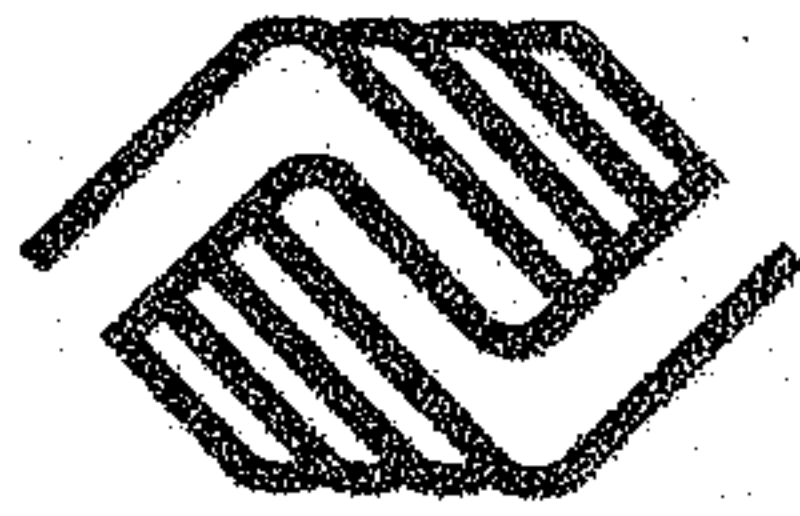
Telephone: _____ May we contact?: Yes NO

Supervisor's Name: _____ Title: _____

Length of time served: _____

Description of Duties and Responsibilities:

The Positive Place For Kids



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Agency Name: _____

Street Address: _____

City: _____ GA: _____ Zip: _____

Telephone: _____ May we contact?: Yes No

Supervisor's Name: _____ Title: _____

Length of time served: _____

Description of Duties and Responsibilities:

EDUCATION

Name of High School: _____

City: _____ State: _____ Zip: _____

Dates Attended: _____ Diploma Earned: _____

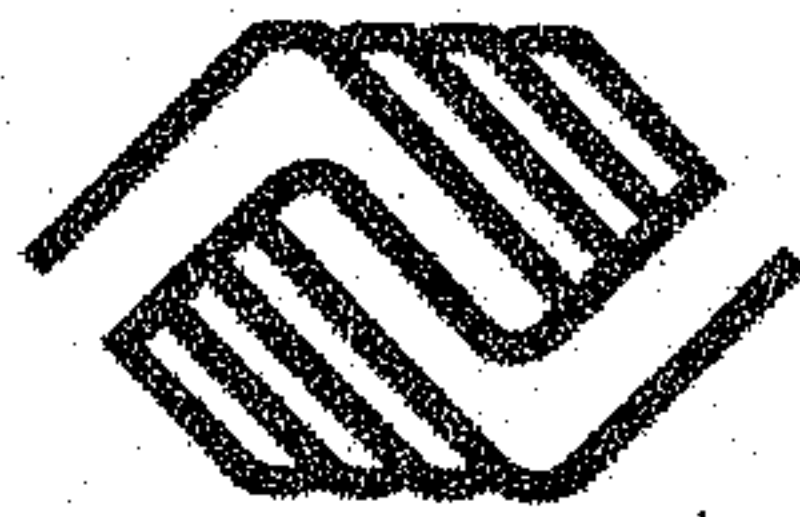
Please list any colleges, universities, trade or technical schools, etc. attended:

Name of School: _____

City: _____ State: _____ Zip: _____

Major: _____ Dates Attended: _____

Diploma or Degree Earned: _____



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Name of School: _____

City: _____ State: _____ Zip: _____

Dates Attended: _____ Diploma or Degree: _____

Name of School: _____

City: _____ State: _____ Zip: _____

Major: _____ Dates Attended: _____

Diploma or Degree Earned: _____

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

Please list any Professional Societies, Associations, Awards and Publications: _____

Please list any physical or mental conditions which may limit your ability to perform the work you have applied for: _____

Have you ever been hospitalized or institutionalized for a psychiatric or emotional condition?
 Yes No
If yes, please explain, naming the institution(s) and approximate dates: _____

Have you ever been convicted of a crime in the past ten years? Yes No
If yes, please describe in full as to convictions: _____

Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children: Yes No

If yes, please describe in full: _____



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SKILLS AND INTERESTS

Please list any skills and/or interests: _____

If accepted, what kind of assignment would you prefer?: _____

CLERICAL APPLICANTS ONLY

Type (number of words per minute): _____

Dictation (number of words per minute): _____

Please list all office machines/ equipment you can operate: _____

I certify that all answers given by me to all of the questions on this application and any attachments are true to the best of my knowledge 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 I understand that, upon written request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Applicant's Signature

Date

Social Security No.