



- Sandra M. Prescott Clubhouse
- Chelsea Clubhouse
- Palermo Clubhouse
- Windsor CLC Site

EMPLOYMENT APPLICATION

Equal Opportunity Employer

Notice to All Applicants: The Boys & Girls Clubs of Kennebec Valley enforces policies and practices to prevent child abuse, neglect and grooming. All applicants will be subjected to a criminal and state background check before employment can start.

General Information

Last Name: _____ First Name: _____ Middle Int.: _____

Other Names used: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____

Are you authorized to work in the US? YES OR NO

Are you at least 18 years of age? YES OR NO **If No**, how old are you? _____

How were you referred to the Boys & Girls Clubs of Kennebec Valley? _____

Have you been employed by BGCKV before? YES OR NO

Date: _____ Location: _____ Position: _____

Relative Employed by BGCKV: Name: _____ Dates: _____

Location: _____ Position: _____

Position

Title or Category: _____ Salary Requirements: _____

Date available to start: _____ Willingness to travel: YES OR NO

Education

	Name & Location	Major/Degree	Graduated?
High School			
College or University			
Graduate			
Military			

Work Experience

(Start with current or last place of employment. Details of duties and responsibilities do not need to be described if they are listed in resume)

Company's Name: _____ Title: _____

Company's address: _____ City/Town: _____

State: _____ Zip Code: _____ Start Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____ May we contact employer? YES OR NO

Supervisor's Name: _____

Title: _____ Phone: _____

Description of duties & responsibilities: _____

Reason for leaving: _____

Company's Name: _____ Title: _____

Company's address: _____ City/Town: _____

State: _____ Zip Code: _____ Start Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____ May we contact employer? YES OR NO

Supervisor's Name: _____

Title: _____ Phone: _____

Description of duties & responsibilities: _____

Reason for leaving: _____

Company's Name: _____ Title: _____

Company's address: _____ City/Town: _____

State: _____ Zip Code: _____ Start Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____ May we contact employer? YES OR NO

Supervisor's Name: _____

Title: _____ Phone: _____

Description of duties & responsibilities: _____

Reason for leaving: _____

Can you perform this job with or without reasonable accommodations? YES OR NO

If yes, what accommodations are needed?

Authorization to Release Employment Reference Information

I understand that the Boys & Girls Clubs of Kennebec Valley (BGCKV) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCKV's and all former employers from any liability as a result of the furnishing and receiving of this references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

(Place your initials in the appropriate space to indicate and document your consent.) _____ YES _____ NO

Job Applicant Agreement

I understand that BGCKV requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statement on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCKV. The use of this application does not indicate there are positions open and does not in any way obligate BGCKV.

I also authorize BGCKV to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCKV from any and all liability for its providing this information. I understand that I have the right to make a written request within reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGCKV. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCKV has a similar right. I understand my employment by BGCKV does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCKV. I also understand that BGCKV has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the CEO of BGCKV has the authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCKV's ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand the BGCKV will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

Reference Check Policy

The Boys & Girls Clubs of Kennebec Valley is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process, Boys & Girls Clubs of Kennebec Valley will conduct reference checks in accordance with the following policy.

BGCKV will conduct reference checks on all candidate for employment or volunteer with direct, repetitive interaction with young people.

BGCKV will inquire any potential candidate for employment or potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment or volunteer service that applies for a role that has direct, repetitive interaction with young people has previous experience with a Boys & Girls Club, confirmation that the candidate is eligible for rehire/volunteering will be obtained from all previous Boys & Girls Clubs the candidate worked at or volunteered at prior to extending an offer for employment or volunteer service.

BGCKV will also provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asking by other Boys & Girls Clubs.

All reference check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of Kennebec Valley that an employee or volunteer will be automatically ineligible for employment or volunteer service if such individual:

- A) Refuses to consent to reference checks; or
- B) Is found to have given false information during the application process.

If after a candidate is hired or appointed to a voluntary position there is any discovery of false information on the application, the employee or volunteer will be subject to immediate dismissal.

Reference Check Application & Consent Form

Please provide the name, number, email and years known of three people (not family members and over the age of 18) that can answer questions about your experience, skills, education and training.

Name	Number	Email	Yrs. Known

I hereby attest that the above information is true to the best of my knowledge.

Signature of Applicant _____ Date _____