



BOYS & GIRLS CLUB
OF FAYETTEVILLE

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain: _____

Education

High School: _____ Address: _____

From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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College: _____ Address: _____

From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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Other: _____ Address: _____

From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____

Donald W. Reynolds Boys & Girls Club of Fayetteville
 560 North Ruppel Road • Fayetteville, AR 72704 • Tel 479-442-9242 • Fax 479-442-6192
www.fayettevillekids.org

Making a difference in the lives of our youth and families...



BOYS & GIRLS CLUB
OF FAYETTEVILLE

Address:

Full Name:

Relationship:

Phone

Company:

: ()

Address:

Previous Employment

Company:

Phone: ()

Supervisor

Address:

:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Supervis

Address:

or:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Supervis

Address:

or:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO



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Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Other Information

Have you previously applied for a job with a boys & girls club? Yes No
if yes, list location and date of application: _____

Have you previously been employed by a boys & girls club? Yes No
if yes, list location, date, and position(s): _____

Do you have friends or relatives employed by the Donald W. Reynolds Boys & Girls Club? Yes No
if yes, list name(s), relationship, and position(s): _____

Disclaimer and Signature

Please use the back page for any additional remarks you may have regarding your qualifications; attach any prepared résumé.

We appreciate your interest in the Donald W. Reynolds Boys & Girls Club as a place of employment. Your qualifications will be given careful consideration for openings that may exist. It is our continuing policy to provide equal opportunity in all aspects of employment to each individual applicant regardless of sex, color, age, religion, or national origin. Furthermore, we prohibit discrimination on the grounds of physical or mental impairment that may limit an otherwise qualified applicant.

Applicant: Read and sign before submitting this application for review.

I understand and readily permit this employer to investigate my background – including my employment history, academic records, and references to ascertain any and all information pertaining to my record, whether or not, same is of record. I release this employer and persons named herein, from all liability for any damage that may arise as a result of their furnishing such information. I further understand that any false or misleading statements that I may have made will be sufficient cause for rejection of my application and therefore my job, if the Donald W. Reynolds Boys & Girls Club has given me employment. I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the Donald W. Reynolds Boys & Girls Club to employ the applicant. Further, I understand and agree that if employed, said employment is at will, and for no term of definite duration. I also understand and agree that this employment relationship may be terminated at any time, either by the Donald W. Reynolds Boys & Girls Club or by me.

Affixing my signature certifies that this application was completed by me, the undersigned, and that all entries and information on this document are true and absolute to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any cited records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice, at any time during my employment with the Donald W. Reynolds Boys & Girls Club.

Signature: _____ Date: _____



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BACKGROUND CHECK FORM

I understand that in connection with my application for employment, volunteer work, and /or for continuous employment, and /or volunteer work Donald W. Reynolds Boys & Girls Club, IntelliCorp, their agents, assigns or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, and/or criminal history. However, unless my position involves handling money and /or other transferable monetary instruments, my credit history will not be checked.

I understand that Donald W. Reynolds Boys & Girls Club may rely on any part or all of this information in determining whether to extend an offer of employment/ volunteers' duties to me. I further understand that if any adverse action is taken by, or if Donald W. Reynolds Boys & Girls Club chooses not to extend an offer of employment/duties to me based upon the information, that I will be provided a copy of such information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to employment/volunteer and is not conducted for any purpose other than in connection with my application for employment and/or my eligibility for continued employment/ volunteer duties.

I have read this Pre-Employment and Continued Employment/Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment/ volunteer duties. I hereby release any and all Investigators, including Donald W. Reynolds Boys & Girls Club, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application with Donald W. Reynolds Boys & Girls Club. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested information, to disclose such information to Investigators in connection with this background check.

Although furnishing your Social Security Number is optional, it shall be used for NO other purpose other than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant Signature

Date

Printed Name

Social Security Number

Date of Birth

Former Last Names (if applicable)

Current Address:

Street **City** **State** **Zip**

Former Address:

Street **City** **State** **Zip**

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