



BOYS & GIRLS CLUBS OF GREATER PEORIA
EMPLOYMENT APPLICATION
(updated November 2016)

GENERAL

NAME (Last)	(First)	(Full Middle Name)	HOME TELEPHONE (with Area Code)	CELLPHONE (with Area Code)
PRESENT ADDRESS			state	zip code
PERMANENT ADDRESS (if different)			state	zip
EMERGENCY CONTACT NAME	RELATIONSHIP TO APPLICANT		EMERGENCY CONTACT PHONE	
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES <input type="checkbox"/> YES <input type="checkbox"/> NO			EMAIL ADDRESS	
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF GREATER PEORIA?				
PREVIOUS EMPLOYMENT WITH ANY BOYS & GIRLS CLUB (If any, give dates, position, location)				
RELATIVES EMPLOYED BY BOYS & GIRLS CLUBS OF GREATER PEORIA (If any, give names, date of employment & positions)				

POSITION APPLIED FOR

TITLE:	SALARY REQUIREMENTS:	DATE AVAILABLE:
<ul style="list-style-type: none"> • WILLING TO TRAVEL TO TRAININGS OR OTHER AREA BGC FACILITIES? YES _____ NO _____ • WILLING TO VISIT CLIENTS IN THEIR HOMES IF JOB REQUIRES? YES _____ NO _____ • WILLING TO DRIVE COMPANY VEHICLES TO TRANSPORT CLUB MEMBERS? YES _____ NO _____ • DO YOU HAVE A VALID DRIVERS LICENSE FOR THE STATE OF IL? YES _____ NO _____ • DO YOU HAVE PROOF OF CURRENT VEHICLE INSURANCE? YES _____ NO _____ 		
CAN YOU PERFORM THIS JOB (AS DETAILED VERBALLY OR IN THE JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMMODATION? YES _____ NO _____		

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE
Start with current or last employer first.

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES (SKIP THIS SECTION IF ADDRESSED IN YOUR RESUME)			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES (SKIP THIS SECTION IF ADDRESSED IN YOUR RESUME)			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES (SKIP THIS SECTION IF ADDRESSED IN YOUR RESUME)			
REASON FOR LEAVING			

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Greater Peoria (BGC) 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 BGC's review of this application and my candidacy for employment, I release BGC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGC can contact 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.

____ *Yes ____ *No (*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

Signature

Date

DRUG TESTING

As a condition of employment with the Boys & Girls Clubs of Greater Peoria (BGC), all potential employees will be scheduled for initial drug testing. Testing positive for illegal substances will result in an immediate withdrawal of an offer of employment. Post employment drug testing may be scheduled for randomly selected employees at any time. Failure to test negative for illegal substances will be grounds for immediate dismissal. Sign and date this notice as evidence that you understand this policy.

Signature

Date

JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Greater Peoria (BGC) 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 statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGC. The use of this application blank does not indicate there are positions open and does not in any way obligate BGC.

I also authorize BGC 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 BGC from any and all liability for its providing this information. I understand that I have the right to make a written request within a 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 BGC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGC has a similar right. I understand my employment by BGC 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 BGC. I also understand that BGC 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 Executive Director of BGC has 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 BGC's ability to verify this necessary information.

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

Signature

Date

BACKGROUND VERIFICATION AUTHORIZATION

APPLICANT – PLEASE COMPLETE THE SECTION BELOW & SIGN

(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: ____ / ____ / ____ Driver's License Number: _____

Driver's License issued from the following State: _____

I hereby authorize the Boys & Girls Clubs of Greater Peoria, Inc. 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 the Boys & Girls Clubs of Greater Peoria, Inc. 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 certify that this is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____