



BOYS & GIRLS CLUBS OF METRO RICHMOND

100 Everett Street, Suite 1

Richmond, VA 23224

EMPLOYMENT APPLICATION

Boys & Girls Clubs of Metro Richmond (BGCMR) 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 not limited to, reference checks with past employers, the military, schools, appropriate volunteer agencies, police, and other government agencies. BGCMR is an equal opportunity employer and does not discriminate against applicants or employees on the basis of age, race, color, national origin, sex, marital status, citizenship, veteran status, pregnancy, disability or any basis protected by federal, state or local law.

Position Applying For:			Salary Required	
	YES	NO	Date Available	
Applying for Full-Time Work			Days Available: M - F	
Applying for Part-Time Work			Times Available	

Name	
List any previous names	
Address	
Telephone	
Email Address	
Are you 18 or older?	
How did you learn about the Boys & Girls Club?	
Interests, Hobbies or Skills	

EDUCATION

School	Name & Location	Graduate		Major / Degree
		Yes	No	
High School				
College / University				
Technical School				
Military School				
Other				

If you did not graduate from any school you attended, state why:

Professional Societies, Associations, Awards, Publications:

QUESTIONS	YES	NO
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? (Note: BGCMR complies with the Americans with Disabilities Act and considers reasonable accommodation that may be necessary for eligible applicants/employees to complete the application process and/or perform essential functions.)		
Have you ever been pled guilty to, no contest to, or been convicted of a crime(s)? If yes, describe in full as to convictions: (Note: If an arrest or criminal conviction has been expunged, you do not have to disclose it on this application. The nature and gravity of the offense, the date of the offense, and the position for which you are applying will be considered to determine whether the conviction disqualifies you from employment.)		
Have you ever been criminally charged with any crime related to the abuse, mistreatment or molestation of children? If YES, describe in full:		
Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? If yes, explain circumstances:		
Have you ever quit a job after being placed on a warning or notified that you would be terminated? If yes, explain:		
Are you currently legally authorized to work in the United States (US)? If hired, you must be able to submit verification of your identity and legal eligibility to work in the US.		
How or by whom were you referred to Boys & Girls Clubs of Metro Richmond?	/////	/////
Have you been employed with any Boys & Girls Club before? If yes, give location and dates of employment:		
Do you have friends or relatives who work for the Boys & Girls Club? If yes, give their full names:		
Do you have a valid driver's licenses? If yes, from which state:		
Do you have reliable transportation to get to the Club?		

WORK EXPERIENCE Begin with your most recent employment. Use a continuation sheet if necessary.

Company Name				
Your Title				
Company Address				
Telephone Number				
Dates Employed	From:		To:	
Salary	Starting Salary		Last Salary	
Supervisor			Supervisor's Title	
Responsibilities				
Reason For Leaving				

WORK EXPERIENCE - continued

Company Name				
Your Title				
Company Address				
Telephone Number				
Dates Employed	From:		To:	
Salary	Starting Salary		Last Salary	
Supervisor			Supervisor's Title	
Responsibilities				
Reason For Leaving				

Company Name				
Your Title				
Company Address				
Telephone Number				
Dates Employed	From:		To:	
Salary	Starting Salary		Last Salary	
Supervisor			Supervisor's Title	
Responsibilities				
Reason For Leaving				

Explain any gaps in your employment that exceed one month:

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VOLUNTEER EXPERIENCE

Organization / Supervisor	Telephone #	FROM	TO	Duties / Responsibilities

PERSONAL REFERENCES (List three personal references - may not be related to you)

NAME	RELATIONSHIP	TELEPHONE	EMAIL ADDRESS

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS STATED:

1. I have read and fully understood the foregoing questions. I certify that the information provided by me during interviews, on this application, my resume and in all other related documents is true in all respects. I also certify that I have not withheld any pertinent information. I understand that any omission, misrepresentation, or false information, whenever discovered, may result in refusal of or, if I have already been hired, dismissal from employment.
2. I hereby agree that in the course of considering my application, you may make inquiries to ascertain information concerning my background, including but not limited to a criminal background check, an investigation of my work history and the verification of the information I provide in this application, related papers or interviews. I authorize such inquiries and release the Boys & Girls Club and any person giving the information sought by the Boys & Girls Club from any claim or liability regarding any information or opinion sought or supplied. I understand that information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to dismissal.
3. If employed by the Boys & Girls Club, I agree to abide by its policies and guidelines. **I understand that, if hired, I will be employed at will. As such, the Boys & Girls Club may terminate my employment at any time, for any reason, with or without cause and with or without advance notice of the termination.** No one at the Boys & Girls Club has the authority to enter into any agreement with me to the contrary and I understand that any assurances of continued employment, whether written, oral or by conduct, shall not be interpreted as changing the at will nature of my employment relationship. I further understand that this is an application of employment and that no employment contract (guarantee of employment) is being offered.
4. I understand that, if made, any offer of employment from the Boys & Girls Club will be contingent on the satisfactory completion of a criminal background check, verification of eligibility to legally work in the United States, satisfactory references, and verification of driving record from the Department of Motor Vehicles and verification of eligibility to be added to our insurance if driving is one of your essential job functions.
5. I understand that this application will only be considered active by the Boys & Girls Club for a period of three (3) months and that if I wish to apply for any other vacancy after that period, I will be required to submit a new application.

Signature		Date	
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