



# Boys & Girls Clubs of Metro South

## Application for Employment - Volunteer

Boys & Girls Clubs of Metro South is an Equal Opportunity Employer. Prospective employees/volunteers will receive consideration without discrimination because of race, creed, color, sex, gender identity, age, national origin, handicap or veteran status.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities. However, ALL Boys & Girls Clubs of Metro South applicants receive a thorough criminal background investigation at the end of the hiring process.

The Boys & Girls Clubs of Metro South maintains a "zero tolerance" for child abuse and/or substance abuse. Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

☐ Employment ☐ Volunteer

PERSONAL

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City State Zip \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Email address \_\_\_\_\_ Other Phone \_\_\_\_\_

Have you ever applied for employment with us? ☐ YES ☐ NO If yes, list date \_\_\_\_\_

Position Desired \_\_\_\_\_ Pay Expected \_\_\_\_\_

Aside from absence for religious observances, are you available for full time work? ☐ YES ☐ NO If no, what hours can you work? \_\_\_\_\_

Are you over 18 years of age? ☐ YES ☐ NO If no, employment is subject to verification of age

Are you legally eligible for employment in the United States? ☐ YES ☐ NO When will you be available to begin work? \_\_\_\_\_

Please check if you hold current certifications in the following ☐ CPR ☐ FIRST AID

Other special training or skills (languages, machine operation, certifications, etc) \_\_\_\_\_

EDUCATION

School	Name & Location of School	Course of Study	Years Completed	Graduate Y or N?	Degree or Diploma
Graduate					
College					
Business or Technical					
High School					
Elementary					

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. Verifiable volunteer work will also be acceptable.

# EMPLOYMENT

Company Name	Telephone
Address	Employed · state month & year
	From To
Supervisor Name	Weekly Pay
	Start Last
Job Title & Description of Work	Reason for Leaving

Company Name	Telephone
Address	Employed · state month & year
	From To
Supervisor Name	Weekly Pay
	Start Last
Job Title & Description of Work	Reason for Leaving

Company Name	Telephone
Address	Employed state month & year
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Company Name	Telephone
Address	Employed · state month & year
	From To
Supervisor Name	Weekly Pay
	Start Last
Job Title & Description of Work	Reason for Leaving

DO NOT CONTACT

Employer(s) \_\_\_\_\_

We may contact all employers listed. Please indicate any you prefer we do not contact.

Reason \_\_\_\_\_

One reference MUST be a family member

# REFERENCES

Name	Address	Telephone Number	Relationship

I certify that all information that I have provided in order to apply for and secure work with the Boys & Girls Clubs of Metro South is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Boys & Girls Clubs of Metro South's service, whenever it is discovered. Initial \_\_\_\_\_

I expressly authorize, without reservation, the Boys & Girls Clubs of Metro South, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Boys & Girls Clubs of Metro South, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. Initial \_\_\_\_\_

I understand upon offer of employment, the Boys & Girls Clubs of Metro South will conduct a criminal background check prior to and during my employment as well as a sex offender registry check and I am subject to random, accident follow-up, and for cause drug testing. Initial \_\_\_\_\_

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial \_\_\_\_\_

I understand that the Boys & Girls Clubs of Metro South does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, gender identity, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The Boys & Girls Clubs of Metro South will give this application every reasonable consideration. However, in accepting it, the Boys & Girls Clubs of Metro South makes no commitment of employment to the applicant. Initial \_\_\_\_\_

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the Boys & Girls Clubs of Metro South and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. Employment with the Boys & Girls Clubs of Metro South is at will which means that employees may end their employment at any time, for any reason; and that the Boys & Girls Clubs of Metro South may terminate employees at any time for any reason, with or without cause. Initial \_\_\_\_\_

I consent that photographs that may be taken of me by the Boys & Girls Clubs of Metro South are property of the Boys & Girls Clubs of Metro South and may be reproduced as the Boys & Girls Clubs of Metro South desires, free from any claim on my part. Initial \_\_\_\_\_

I understand that, if employed, the employment relationship between the Boys & Girls Clubs of Metro South and me is employment-at-will, and, therefore, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Boys & Girls Clubs of Metro South or myself. Neither the policies of the Boys & Girls Clubs of Metro South, nor any other written or verbal communication by a manager or director of the Boys & Girls Clubs of Metro South, are intended to create a contract of employment or a warranty of benefits. Initial \_\_\_\_\_

I certify that, if employed, I will abide by all rules and regulations of the Boys & Girls Clubs of Metro South. I understand that, if employed, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Boys & Girls Clubs of Metro South at its discretion except that the Boys & Girls Clubs of Metro South will not modify its policy of employment-at-will in any case. Initial \_\_\_\_\_

This information provided in this Application for Employment is true, correct and complete. If I am employed by the Boys & Girls Clubs of Metro South, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future. I further give my permission and authorization for the Boys & Girls Clubs of Metro South, and its authorized representative to investigate my references, criminal background and employment history. I hereby release said companies and individuals from any liability for any damage whatsoever resulting from the giving of such information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature



# Boys & Girls Clubs of Metro South Voluntary Affirmative Action Information

## PERSONAL & CONFIDENTIAL

### Completion of this form is voluntary

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally protected status.

As required by government regulations, we ask that you complete this applicant data survey. This survey is not part of your official application for employment, is considered confidential, and will not be used in any employment decision. Your cooperation is appreciated. Thank you.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applying for \_\_\_\_\_

Referral Source      Advertisement ☐      Employee ☐      Walk-In ☐      School ☐  
Government Agency ☐      Employment Agency ☐      Other ☐ \_\_\_\_\_

CONTINUE BELOW

— — — — — FOLD WHEN FINISHED — — — — —

### Voluntary Affirmative Action Information

Please check if applicable:

Vietnam Era Veteran ☐

Disabled Veteran ☐

Handicapped ☐

Please indicate:

Male ☐

Female ☐

NOTE: The following designations are determined by the Equal Employment Opportunity Commission and are the only ones compiled and recorded.

Please indicate:

Hispanic or Latino ☐

Black or African American ☐

Asian ☐

White ☐

Native Hawaiian or Other Pacific Islander ☐

American Indian or Alaska Native ☐

Two or More Races ☐

\_\_\_\_\_  
Signature

Thank you

Please seal and send to Human Resources for filing