



**BOYS & GIRLS CLUBS**  
OF SOUTH CENTRAL KANSAS

# Application for Employment

An Equal Opportunity Employer

Complete the entire application. You may attach a resume, but you **must** complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for employment. **PLEASE PRINT CLEARLY OR TYPE.**

## GENERAL INFORMATION

Name: (First) (MI) (Last)		Other Names Used (maiden):
Street Address:		City, State & Zip:
Email Address:	Main Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, and you are hired, you will be required to furnish proof of your employment eligibility.
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Are you related to any Boys & Girls Clubs employee(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
Have you ever worked/volunteered at any other Boys & Girls Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list dates and each Club(s) city, state and name:
How did you learn about this employment opportunity? (check all that apply) <input type="checkbox"/> Facebook <input type="checkbox"/> Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Referral by employee _____ <input type="checkbox"/> Other: _____		
Position applying for:	Acceptable salary range:	Full time_____ Part time_____ Temporary_____
Date available to start:		
<p><b>Availability:</b> <i>*All offers are dependent upon availability noted below. BGCSCCK reserves the right to withdraw offers if availability changes.</i></p> <p>Program hours during the school year: <u>Afternoons: 2:30/3:15pm* to 6pm</u> (*depends on site)</p> <p>School Day(s) Out/Summer program hours for <b>open</b> locations: <u>7:30am – 6:00pm</u></p> <p><b>Monday:</b> from _____ to _____ <b>Tuesday:</b> from _____ to _____</p> <p><b>Wednesday:</b> from _____ to _____ <b>Thursday:</b> from _____ to _____ <b>Friday:</b> from _____ to _____</p>		

## BACKGROUND INFORMATION

Club safety is our #1 priority. Individuals are **prohibited** to working/volunteering at Boys & Girls Clubs of South Central Kansas for the following offenses:

Convicted of a felony consisting of:

- Murder
- Child abuse
- A crime against children, including child pornography
- Arson
- Weapons

Or other barrier crimes consisting of:

- Battery and/or Assault – misdemeanor or felony (including domestic violence offenses)
- Drug Convictions – felony or any drug related offense committed within the last 5 years
- Furnishing alcoholic beverages to a minor or contributing to the delinquency of a minor – misdemeanor
- Unlawfully hosting minors consuming alcohol – misdemeanor
- Robbery - misdemeanor

**Please answer the following questions in full.**

**Have you ever:**

1. Been convicted of any of the crimes reflected above? ☐ Yes ☐ No
2. Plead guilty or been convicted of a criminal offense? ☐ Yes ☐ No  
If yes, give dates and circumstances\_\_\_\_\_.
3. Had a felony conviction under the controlled substance act: ☐ Yes ☐ No  
Date \_\_\_\_\_ State and County of court action\_\_\_\_\_.
4. Had a misdemeanor or felony conviction of a crime against persons, a sexual offense, a crime affecting family relationships or children? ☐ Yes ☐ No Date \_\_\_\_\_
5. Committed physical, mental, sexual, or emotional abuse of neglect as validated by Department of Children & Families (DCF) formerly SRS? ☐ Yes ☐ No Date\_\_\_\_\_
6. Been adjudicated (found or determined in a court of law to be) a juvenile offender, delinquent, or miscreant because of having committed an act which, if committed by an adult, would be a felony?  
☐ Yes ☐ No Date\_\_\_\_\_
7. Had a child declared, in a court of law, to be deprived or in need of care based on allegation of physical, mental, or emotional abuse? ☐ Yes ☐ No Date\_\_\_\_\_
8. Had parental rights terminated? ☐ Yes ☐ No Date\_\_\_\_\_
9. Signed a Diversion Agreement involving child abuse or a sexual offense? ☐ Yes ☐ No Date\_\_\_\_\_
10. Have you resided in any other state in the last 5 years? ☐ Yes ☐ No  
If yes, list state(s) here: \_\_\_\_\_

**EDUCATION**

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received
High School/GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.					

**SKILLS**

Please list technical/clerical/trade skills, etc., relevant to this position. Include relevant computer systems/software which you have a working knowledge. Include CPR, First Aid, or Food Handler. Note your level of proficiency and/or expiration dates.

TYPE	LEVEL	PROFICIENCY / EXPIRATION DATE

## **PROFESSIONAL & CHARACTER REFERENCES**

\*Only Professional References will be accepted. Co-workers, friends, & family are not acceptable.

Name	Business or School Name	Phone Number	Email	Position/ Occupation

## **WORK EXPERIENCE**

Please detail your past 5 years of work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. **Attach additional sheets if necessary.** Omission of prior employment may be considered falsification of information.

❖ **PLEASE DO NOT** complete this information with the notation “See Resume.”

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

### **Authorization for Release of Information**

Please read each statement carefully and initial in the box if you understand and agree with each statement.

- ☐ I certify that all answers given herein are true & complete to the best of my knowledge.
- ☐ I understand that my employment is contingent on a successful background screening checks in accordance with Boys & Girls Clubs of South Central Kansas and Kansas Department of Health and Environment child safety requirements.
- ☐ I authorize investigation of all statements contained in this application for employment as maybe necessary in arriving at an employment decision.
- ☐ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents are accurate and complete. I understand and agree that failure to fully complete the application, or misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment, if discovered at a later date. I authorize Boys & Girls Clubs of South Central Kansas to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I agree to submit to a criminal background investigation. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Boys & Girls Clubs of South Central Kansas serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations.

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination based on race, sex, religion, ethnic origin, disability, age, veteran status, marital status, sexual orientation, color, or creed.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_