

EDUCATIONAL BACKGROUND (Check the Number of Years Completed):

High School	1	2	3	4	Name of School: _____
College	1	2	3	4	Name of School: _____
Grad School	1	2	3	4	Name of School: _____
Other School(s)	1	2	3	4	Name of School: _____

Describe your major areas of study and list any degrees/diplomas:

SPECIALIZED SKILLS AND KNOWLEDGE:

List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as awards received, memberships, or offices held in professional organizations, publications, licenses held, computer language or software programs, foreign languages (proficiency in speaking and/or writing), etc. (You may omit those that indicate race, color, religion, national origin, ancestry, sex, age, existence of a disability, medical condition, marital status, sexual orientation, or citizenship):

EMPLOYMENT HISTORY:

List the most recent employment first. List all jobs for the last 10 years. You may include volunteer work and military service. You may attach additional pages if necessary. We will be checking references with prior employers, please provide complete information including addresses and telephone numbers.

From: _____ / _____ / _____	to _____ / _____ / _____	Employer's Name: _____
Starting Salary: \$ _____	Ending: \$ _____	Address: _____
Job Title: _____	City/St/Zip: _____	
Supervisor: _____	Telephone: _____	
May We Contact: Yes No	Reason For Leaving: _____	
Description of Duties: _____		

From: _____ / _____ / _____	to _____ / _____ / _____	Employer's Name: _____
Starting Salary: \$ _____	Ending: \$ _____	Address: _____
Job Title: _____	City/St/Zip: _____	
Supervisor: _____	Telephone: _____	
May We Contact: Yes No	Reason For Leaving: _____	
Description of Duties: _____		

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From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____

Starting Salary: \$ _____ Ending: \$ _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: Yes No Reason For Leaving: _____

Description of Duties: _____

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____

Starting Salary: \$ _____ Ending: \$ _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: Yes No Reason For Leaving: _____

Description of Duties: _____

From: ____ / ____ / ____ to ____ / ____ / ____ Employer's Name: _____

Starting Salary: \$ _____ Ending: \$ _____ Address: _____

Job Title: _____ City/St/Zip: _____

Supervisor: _____ Telephone: _____

May We Contact: Yes No Reason For Leaving: _____

Description of Duties: _____

Explain any lapses in employment other than medically related lapses:

REFERENCES:

List two (2) references: One (1) business, work, or school official reference not related to you, and one (1) personal reference who is not related to you.

1. Name: _____ Telephone: _____ Yrs Known: _____

2. Name: _____ Telephone: _____ Yrs Known: _____

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ In Order to safeguard the well being of the youth served by our organization, I authorize the Boys & Girls Clubs of the Mississippi Delta to verify all information provided by me on this application or in support of my efforts to obtain employment with the organization. I hereby authorize any prior employer listed on this application, except as noted, and/or any educational entity or person on this application to disclose to the organization any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that it is a requirement of the organization that all employees who work with or have contact with children must have a criminal background check. I understand that the background check will be used to check criminal history records.

_____ I understand that nothing contained in this application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create a contract between the organization and me. In addition, I understand and agree that if I am employed, my employment is "at-will" which means employment is for no definite or determinable period and may be terminated at any time with or without cause or notice, at the option of the organization or myself. I also understand that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by the organization's Executive Director.

Pre-employment Drug Screening Consent

I understand that all applicants who have received an "offer to hire" from the Boys & Girls Clubs of the Mississippi Delta are required, as a condition of employment, to take a drug screening test.

If given a "conditional offer of hire", I will consent freely and voluntarily to the Organization's request for a urine sample for the purpose of determining the presence of illegal drugs or other controlled substances.

I further understand that either failure to submit to a urine sample or if the analysis reveals the presence of drugs or other controlled substances, the "offer to hire" is immediately revoked.

I hold harmless the Boys & Girls Clubs of the Mississippi Delta, its officers, agents, employees, directors, volunteers and members as well as the testing agency from any claims I may have against any or all of them arising out of the drug screening test and its use to determine whether I may be employed by the organization.

I have read this form in full and understand the above statements and that an "offer to hire" is contingent upon the conditions set forth herein.

Printed Name: _____ Signature: _____

Date: _____ Witness: _____

THE BOYS & GIRLS CLUBS OF THE MISSISSIPPI DELTA IS A DRUG-FREE AND SMOKE-FREE WORKPLACE
WE ARE AN EQUAL OPPORTUNITY EMPLOYER