



EMPLOYMENT APPLICATION

Boys & Girls Clubs of Fort Wayne is an Equal Opportunity Employer and does not discriminate due to race, color, religion, gender, sexual orientation, age, national origin, disability, citizenship, pregnancy, or military/veteran status or any other protected status.

Human Resources, 2609 Fairfield Ave., Fort Wayne, IN. 46807

❖ >> **UNREADABLE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED - PRINT CLEARLY.**

PERSONAL INFORMATION:

| | | | | | |
|---|---|---|--|--|--------------|
| First Name | | M/I | Last Name | | Today's Date |
| Street Address | | | | Primary Phone: | |
| City, State, Zip | | | | Alternate Phone: | |
| Personal E-Mail Address (PRINT CLEARLY) | | | | Social Security Number: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Are you 18 years of age or older? Yes No | If under 18, can you provide a work permit? Yes No | | Date of Birth: <i>for background check only.</i> | |
| Are you legally eligible for employment in the United States? Yes No | | | Can you provide proof of U.S. citizenship or your legal right to work in the U.S.? Yes No | | |
| Position Desired | | Pay Desired | Date available to start? | <input type="checkbox"/> Full Time On-Going <input type="checkbox"/> Part Time On-Going <input type="checkbox"/> Temporary <input type="checkbox"/> Summer (Seasonal) | |
| Are you currently employed? No Yes Employer: | | | Are you currently a student? No Yes School: | | |
| How did you hear about this position? | | Any friends or relatives employed here? Name: | | Were you ever a member of the Club? | |
| Have you applied for work here before? No Yes: | | Have you ever worked here before? No Yes: Position: | | Have you ever volunteered here before? No Yes | |
| Do you live within 30 minutes driving distance from Fort Wayne? Yes No | | How will you get to and from work? <input type="checkbox"/> Own vehicle <input type="checkbox"/> Ride with others <input type="checkbox"/> Public transportation <input type="checkbox"/> Walk <input type="checkbox"/> Other | | | |
| Driver License or State ID Number: | | State: | Expiration Date: | Do you need any accommodations to perform the duties of the job you have applied for? No Yes: Please explain: | |
| Have you had any motor vehicle accidents in the past three years? No Yes: Please describe: | | | Have you had any moving violations in the past three years? No Yes: Please describe: | | |
| Have you, in the last 7 years, been convicted of a DUI? No Yes | | Have you ever been convicted of a felony? Yes No <i>(A conviction does not automatically disqualify you for employment. Factors such as age, date of conviction, seriousness and nature of the crime, and rehabilitation are considered)</i> | | | |
| Reason for conviction: | | | Date of conviction: | State & County of conviction: | |

EDUCATION:

| | Name of School/College: | Course of Study | Hours/Semesters Completed | Planned Grad Date | Mo/Yr. Graduated | Degree |
|-----------------------|-------------------------|-----------------|---------------------------|-------------------|------------------|--------|
| High School | | | | | | |
| College | | | | | | |
| Grad. School | | | | | | |
| Trade/Tech | | | | | | |
| Professional Licenses | | | | | | |

EMPLOYMENT HISTORY:

- Provide accurate and complete, full-time and part-time employment history beginning with your present or most recent employer.
- Any breaks in employment longer than one month must be explained in the Unemployed Section.

| | | | |
|--|--------------|-------------------|-----------------------------------|
| Company Name: | | Telephone () | Fax () |
| Address, City, ST Zip | | FROM: Month, Year | TO: Month, Year |
| Name of Supervisor/contact person | Starting Pay | Ending Pay | Reason for Leaving |
| State your job title and describe your essential job functions | | | May we Contact? [] Yes [] No |

| | | |
|--------------------------|-----|-------------------|
| Unemployed: From: | To: | Verifying Person: |
| Explanation: | | Phone: |

| | | | |
|--|--------------|-------------------|-----------------------------------|
| Company Name: | | Telephone () | Fax () |
| Address, City, ST Zip | | FROM: Month, Year | TO: Month, Year |
| Name of Supervisor/contact person | Starting Pay | Ending Pay | Reason for Leaving |
| State your job title and describe your essential job functions | | | May we Contact? [] Yes [] No |

| | | |
|--------------------------|-----|-------------------|
| Unemployed: From: | To: | Verifying Person: |
| Explanation: | | Phone: |

| | | | |
|--|--------------|-------------------|-----------------------------------|
| Company Name: | | Telephone () | Fax () |
| Address, City, ST Zip | | FROM: Month, Year | TO: Month, Year |
| Name of Supervisor/contact person | Starting Pay | Ending Pay | Reason for Leaving |
| State your job title and describe your essential job functions | | | May we Contact? [] Yes [] No |

| | | |
|--------------------------|-----|-------------------|
| Unemployed: From: | To: | Verifying Person: |
| Explanation: | | Phone: |

| | | | |
|--|--------------|-------------------|-----------------------------------|
| Company Name: | | Telephone () | Fax () |
| Address, City, ST Zip | | FROM: Month, Year | TO: Month, Year |
| Name of Supervisor/contact person | Starting Pay | Ending Pay | Reason for Leaving |
| State your job title and describe your essential job functions | | | May we Contact? [] Yes [] No |

US VETERAN: [] No [] Yes:

| | | | | |
|--------------------|-------------------|-----------------|-------|----------|
| Branch of Service: | FROM: Month, Year | TO: Month, Year | Rank: | Remarks: |
|--------------------|-------------------|-----------------|-------|----------|

PROFESSIONAL REFERENCES: (People you have worked with - not friends or relatives)

- Name: _____ Phone: _____ Fax: _____
Company: _____ Relationship: _____
- Name: _____ Phone: _____ Fax: _____
Company: _____ Relationship: _____
- Name: _____ Phone: _____ Fax: _____
Company: _____ Relationship: _____

ADDITIONAL INFORMATION: (Optional) Describe your participation in any job-related organizations:

(Exclude those which may disclose your race, color, age, ancestry, disability, religion, natural origin, or any other protected status)

SPECIAL SKILLS, CERTIFICATIONS, LICENSES:

List any special skills, training, experience, and certifications you possess relevant to this position:

Bilingual: List languages: _____

If hired, what value would you add to our organization?

MINIMUM JOB REQUIREMENTS: You must have a current valid Indiana driver's license. You must provide proof you are a high school graduate (diploma) or have earned a GED (GED document) and that you are eligible to work in the United States. You must be capable of performing physically and mentally in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you have applied.

EVALUATION PERIOD:

Your first 90-days of employment at Boys & Girls Clubs of Fort Wayne is an evaluation period. This means you are not considered a regular status employee until completion of your background checks, drug screen, previous employment verifications, and all other employment requirements which may include special training, certain tests to help determine your best fit within the organization, and other tests and exams.

During this time your attendance, punctuality, performance, skills and capabilities are evaluated to determine your compatibility with the organization and your ability to successfully work with co-workers, supervisors and management. Continued employment after the 90-day period is contingent on your successful job performance and completion of all employment requirements. Your work location and work schedule is subject to change depending on Boys & Girls Clubs of Fort Wayne and client/customer needs.

APPLICATION EXPIRATION:

This application expires 60 days from the date of application. If you have not been invited to interview within that time period, it is likely the position has been filled. To be considered for employment beyond this time period, you will need to submit another application.

APPLICANT’S STATEMENT:

I affirm that the information supplied in this application and accompanying documents, was submitted by myself, and all information is true and correct to the best of my knowledge. I understand that false or misleading information given in my application and/or interview(s) will be considered as cause for possible dismissal. I also understand that I am to abide by all rules and regulations of the company and all applicable local, state and federal laws and regulations.

At-Will Employment: I understand and hereby acknowledge that my employment relationship with Boys & Girls Clubs of Fort Wayne (BGCFW) is At-Will. This means that my employment is for no specific term and there exists between Boys & Girls Clubs of Fort Wayne and myself no contractual agreement for employment or guarantee of continued employment, and that I and BGCFW are free to end the employment relationship at any time, with or without cause, and with or without notice.

I further acknowledge that this relationship is not changed by any written document, oral statement, claim or promise, by conduct or by implication, and that nothing in the BGCFW Job Application, Job Offer, Employee Handbook, Job Descriptions, Policies and Procedures, or any other BGCFW documents should be construed as a contract for employment or guarantee of continued employment.

I understand that my AT-WILL employment status cannot be altered except by a specifically written contract for employment signed by myself and Boys & Girls Clubs of Fort Wayne President and CEO.

Background Checks: A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics, and mode of living. Boys & Girls Clubs of Fort Wayne has my authorization to investigate my: Employment History, Education (including authorization to release transcripts), Credit History, Criminal History, Medical and Professional Licensing, Motor Vehicle/Driving records, Residence History, and References, and that this information will be utilized as part of the employment processing procedures. By signing below I hereby authorize Boys & Girls Clubs of Fort Wayne to initiate Background Checks as stated above. Date of Birth is required for background checks and is not used for any other purpose.

In the event of employment, I understand that false or misleading information given in my application, resume or interview(s), or in-processing documents may result in immediate discharge. I understand, also, that I am required to abide by all rules and regulations, policies and procedures of Boys & Girls Clubs of Fort Wayne. I certify that answers given herein are true and complete.

Signature of Applicant: X _____ **Date:** _____

APPLICANT QUESTIONS

- 1. Why do you want to work at the Boys & Girls Clubs of Fort Wayne?**

- 2. Why do you think you are qualified for the position you are applying for?**

- 3. What would you say are your strengths that you would bring to this job?**

- 4. Assuming there is always room for improvement, what would be an area for you to improve?**

- 5. What do you think might be your biggest challenge in assuming the position you are applying for?**

- 6. Are you good at keeping detailed records? Please give an example.**

- 7. Are you well-organized and always on time? How do you manage your time and priorities?
Please explain.**

- 8. Why should we hire you?**

REQUIRED DOCUMENTS

**The following documents must be provided to Human Resources prior to being hired.
Please bring them with you if you are invited to interview.**

- A Completed Employment Application (if not already provided)
- A Professional Resume' (if not already provided)
- Valid Driver License – OR – Federal or State ID Card
- Proof of Eligibility to work in the US: One of the following:
 - Social Security Card, or
 - US Passport, or
 - Birth Certificate, or
 - Or any of the other documents from the Documents List (see back)
- Proof of Education and Qualifications as appropriate: (Original Copies):
 - High School Diploma or GED document
 - College diploma or Official transcript if diploma is not available
 - Diplomas or Certificates from Technical, Trade or Specialized schools
 - Professional Licenses and Certificates relevant to this work
- Other Certifications:
 - Current []CPR, []1st Aid, []AED []CPI any other relevant certificates
 - Any other relevant documents or specialties

DOCUMENTS LIST

Lists of Acceptable Documents. All documents must be UNEXPIRED

***Applicants may present one selection from List A
or a combination of one selection from List B and one selection from List C.***

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|--|-----------|---|------------|---|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | OR | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | AND | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALIDFORWORKONLYWITH INS AUTHORIZATION (3) VALIDFORWORKONLYWITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security |

Background Check & Drug Screen Authorization

Boys & Girls Clubs of Fort Wayne is required to complete certain background checks and verifications as a security requirement for working directly with kids, having access to certain member records, and for meeting compliance requirements with Club grants and programs. The following information is required in order to complete certain required background checks.

Date: _____

First Name, MI, Last Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Email: _____

Driver License Number: _____ State: _____ Expiration: _____

AUTHORIZATION TO RELEASE RECORDS:

Boys & Girls Clubs of Fort Wayne has my authorization to thoroughly investigate my background, work and personal history, and to conduct a drug screen. I understand that the information supplied by me, regarding my: Employment History, Education (including an authorization to release transcripts), Credit History, Criminal History, Medical and Professional Licensing, Motor Vehicle Record(s), Residence History, National Sex Offender registry, and References, will be utilized as part of the processing procedures.

A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics, and mode of living. I hereby authorize Boys & Girls Clubs of Fort Wayne to designate an agent of its choice to make a thorough check of my past employment, background, education, and activities.

X _____ X _____ X _____
Applicant: Printed Name Signature Date

OFFICE USE ONLY:

BACKGROUND CHECK:

Date Initiated: _____ Date Completed: _____

Confirmation: _____ Result: _____ To Ron: _____

DRUG SCREEN:

Date Initiated: _____ Date Completed: _____

Confirmation: _____ Result: _____ To Ron: _____