

**APPLICATION FORM**



**BOYS & GIRLS CLUB**  
OF SOUTHEAST GEORGIA, Inc.

DATE: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_

INTERVIEWED BY: \_\_\_\_\_

NAME (FIRST) (MIDDLE) (LAST)

SPOUSE'S NAME

HOME ADDRESS

HOME PHONE

BIRTH DATE

SOCIAL SECURITY NUMBER

If you are under age 18, can you submit a work permit if hired? \_\_\_\_\_

If you are not a US citizen, do you have a Visa to work in the US? \_\_\_\_\_

If yes, what kind of Visa classification?

Visa Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has bond or security clearance ever been denied and/or canceled? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education:

Place

Dates

Diploma/Cert/Degree

Elementary: \_\_\_\_\_

Secondary: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

\*Attach documentation of qualifying education

Experience with groups of children (indicate ages of children, your duties, dates you worked in this position, reasons for leaving): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Attach documentation of experience working with children

Have you attended/completed any childcare training courses? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10-YEAR EMPLOYMENT HISTORY.** BEGIN WITH **YOUR MOST CURRENT** OR LAST EMPLOYER. IF YOU HAVE BEEN UNEMPLOYED DURING ANY TIME WITHIN THE PAST 10-YEARS, LIST HOW YOU SPENT YOUR TIME, (e.g. student, housewife, unemployed, etc.)

Month/Year	Name and Address of Employer	POSITION
From: _____ To: _____		
From: _____ To: _____		
From: _____ To: _____		

May we contact previous employers? \_\_\_\_\_

Do you have a criminal record? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please Explain: \_\_\_\_\_

**Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct?** Yes \_\_\_\_\_ No \_\_\_\_\_

Under the **Americans with Disabilities Act of 1991**, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but **ONLY** if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodations, you may request it at **ANY** time during the interview process. You are obligated to inform the program director of your needs **IF** it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described?

Yes \_\_\_\_\_ No \_\_\_\_\_

If No, Please Explain: \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give license number and class of license: \_\_\_\_\_

Have you had CPR training within the past two years? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give expiration date: \_\_\_\_\_

Have you had first aid training within the past three years? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give expiration date: \_\_\_\_\_

Department of human resources requires annual childcare training. Are you willing to participate?

Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_