

**Boys & Girls Club of Cabarrus County**  
**Employment Application**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

**PRINT CLEARLY**

**SECTION I.**

Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
(First) (Middle) (Last)  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Present Address, City, Zip \_\_\_\_\_  
Previous Address (most recent) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Social Security # \_\_\_\_\_

**SECTION II.**

Position applying for (check all that apply)  
\_\_\_\_ Program Support (includes After School and Summer counseling)  
\_\_\_\_ Check here if you are interested ONLY in summer employment  
\_\_\_\_ Supervisory  
\_\_\_\_ Clerical  
\_\_\_\_ Building maintenance

Date available to start work \_\_\_\_\_ Salary/wage requirements \_\_\_\_\_  
Regular days/hours you are AVAILABLE to work \_\_\_\_\_  
Regular days/hours you PREFER to work \_\_\_\_\_

Site(s) at which you are available: \_\_\_\_ Club \_\_\_\_ Camp Spencer (summers only)

Activities you are capable of supervising (*Program Support Positions Only*):

\_\_\_\_ Athletics \_\_\_\_ Computers \_\_\_\_ Arts/Crafts \_\_\_\_ Life Skills/Kitchen

Any special training or certifications completed relevant to the position for which  
you are applying (including Life Guarding)? \_\_\_\_\_

**SECTION III.**

*Educational History*

High School \_\_\_\_\_ Current grade or grade completed \_\_\_\_\_  
College \_\_\_\_\_ Degrees or years completed \_\_\_\_\_  
Other \_\_\_\_\_

*Employment Record*

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Manager/supervisor \_\_\_\_\_  
Co. Phone number \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Manager/supervisor \_\_\_\_\_  
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Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Manager/supervisor \_\_\_\_\_  
Phone number \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**NON-EMPLOYMENT References** (Names of those who have supervised you in a **NON-EMPLOYMENT** setting, such as teachers, coaches, club directors, etc., are recommended. Do not include relatives, personal friends, or former employers.)

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone # \_\_\_\_\_

#### **SECTION IV.**

##### *Criminal Offense Record*

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes". You should answer "No", only if you have never been arrested or charged, or your record was expunged by a judge's court order.

**Have you ever been arrested by a law enforcement officer, or otherwise charged with a criminal offense, or investigated for carrying out any form of child abuse/neglect or any form of sexual abuse?**

**(Even if the charge was dropped or expunged from your permanent record, check "Yes" and explain the outcome of the case below.)**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No. If "Yes", please give details:**

- A. Offense charged \_\_\_\_\_ Law Enforcement Agency \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ Outcome of case \_\_\_\_\_
- B. Offense charged \_\_\_\_\_ Law Enforcement Agency \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ Outcome of case \_\_\_\_\_
- C. Offense charged \_\_\_\_\_ Law Enforcement Agency \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ Outcome of case \_\_\_\_\_

I hereby state that all of the information I have provided on this employment application is correct to the best of my knowledge. I also agree that, if accepted for a position, I will abide by the Rules and Regulations of the Boys and Girls Club and conduct myself in a manner that is conducive to the Boys and Girls Club mission. I understand that prior to my hiring I must pass a drug test and that any failed drug test during my employment could lead to my dismissal.

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

Questions. Answer ALL of the following questions in 100-150 words and in complete sentences.

1. Explain how familiar you are with the Boys & Girls Club of Cabarrus County's mission and the youth recreation and development programs that it offers.
2. What is your philosophy on child development? In other words, what things should mentors do to assist in a child's development?
3. What are the best qualities that a leader can exhibit?
4. What are the qualities of an effective communicator?
5. What are your strongest qualities that make you a strong candidate for employment with the Boys & Girls Club of Cabarrus County?

**Office Use Only**