

Employment Application

			Date of Application
Legal Last Name	Legal First Name	Middle	Preferred Name/Nickname
Street Address			Home Phone
City	State	Zip	Cell Phone
Email Address			
Have you ever been employed by the AYCC before? If yes, please list the dates and department of your employment: _____			
Position Desired		Available for work (circle all that apply): Full-Time Part-Time Days Evenings Weekends	
Please list the days and hours of availability: (If employed, notification must be provided in writing should availability change.) Prefers AM PM			
Day	Sunday	Monday	Tuesday
Wednesday	Thursday	Friday	Saturday
From:			
To:			
Are you 18 years of age or older: Yes No		Are you legally eligible for employment in the United States? Yes No	
Have you ever been convicted of a crime or plead guilty, "nolo," or no contest to a crime that would prevent you from becoming employed for the position that you are applying for? Yes No <i>Conviction or other disposition of a crime is not necessarily an automatic bar to employment.</i>			
Have you ever worked or volunteered with another Boys & Girls Club or YMCA? If yes, please complete this box. <i>Circle One:</i> Volunteer/Employee Dates _____ Organization Name _____ Address _____ Phone _____			
Were you referred by an employee? Who referred you? _____			
Do you have any relatives currently employed by the AYCC? If so, please list: _____			

Education					
School	Name	Course of Study	# of Years Completed	Did you Graduate	Degree or Diploma
High School					
College					

Employment and/or Volunteer History

AYCC *Belong Believe Achieve*

Please give accurate and complete information, including month and year. Start with your present or most recent employer.

1	Company Name	Phone
	Address	Dates of Employment From _____ To _____
	Name of Supervisor & Email Address	Reason for Leaving
	Job title and brief description of duties	

2	Company Name	Phone
	Address	Dates of Employment From _____ To _____
	Name of Supervisor & Email Address	Reason for Leaving
	Job title and brief description of duties	

3	Company Name	Phone
	Address	Dates of Employment From _____ To _____
	Name of Supervisor & Email Address	Reason for Leaving
	Job title and brief description of duties	

Professional References

Please provide **three** references of persons unrelated to you and **one** reference of a relative that can comment on your work performance.

	Name	Relationship	Phone Number	Email Address
1				
2				
3				
4				

- I understand that any false statements, misrepresentations, or omissions made by me orally or on this application, or any other documents in connection with my application, may be grounds for denial of employment or dismissal after employment, regardless of when and how discovered.
- I understand that if an offer of employment is made, I will be subject to a comprehensive background check.
- It is the policy of the Alford Youth & Community Center to provide equal employment opportunities to all applicants and employees without regard to race, color, gender, sexual orientation, physical or mental disability, religion, age, national origin, or other legally protected status.
- I certify that answers and statements made by me in this application are true, complete, and accurate to the best of my knowledge and belief. I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant

Date

Statement of Applicant – Employment

In the Alford Youth & Community Center’s efforts to attract the highest quality staff, I have been advised that as a part of the application process for employment with the Alford Youth & Community Center, an extensive inquiry will be made concerning my prior employment; activities, character and health, and I fully consent to and authorize all such inquiries.

In the event of my employment by the Alford Youth & Community Center, I will comply with all policies set forth in the personnel policies and with other policies established from time to time by the organization. I authorize the Alford Youth & Community Center to request my employment record from any former employer (s). I further understand that inquiries may be made, concerning my background, experience, and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment. I understand that my continued employment is contingent upon passing background checks. Background checks will be run each year while employed with the AYCC.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment or after employment, may be cause for termination of employment with the Alford Youth & Community Center.

I understand that the Alford Youth & Community Center will take any allegations or suspicions of child abuse seriously and will report such allegations to the police and state agencies for investigation. I also understand that if hired as an Alford Youth & Community Center employee, I am not allowed to socialize with the Alford Youth & Community Center youth members or participants outside of the Alford Youth & Community Center programs, especially babysitting or inviting children to my home.

I understand and agree that if I am employed, there is no contract period of employment and my employment would be solely an “employment at will” giving either me or the Alford Youth & Community Center the right to terminate my employment at any time without liability or obligation.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Signature of Applicant

Date