



**Employment Application**

Boys & Girls Clubs of Maury County (BGCM) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin or ancestry, religion, marital status, citizenship status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof shall result in immediate employment termination.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apt. /Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever worked for BGC? YES NO  
  If yes, when? \_\_\_\_\_

\_\_\_\_\_  
 Emergency Contact Relationship Phone

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer

*I certify that my answers are true and complete to the best of my knowledge. If I am hired, I understand that false or misleading information in my application or interview may result in my release.*

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

**APPLICANT:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN TOLD THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied? Yes \_\_\_\_\_ No \_\_\_\_\_

### READ CAREFULLY

#### Releases

Regarding my application for employment and as a condition of continuing employment, I understand that investigative background inquiries will be made about me to previous employers, government agencies and other entities. These reports will include information as to my character, performance, education, compensation, experience & any reasons for termination of employment from previous employers.

I also understand that BGC may be requesting information from various government agencies related to my past driving, criminal, civil, and other activities as well as insurance claims. Furthermore, I understand that with my application for employment with BGC, I am required to consent, in writing, to the issuance to BGC of a Consumer Report and an Investigative Consumer Report about me. Information about these two kinds of reports and my rights under the federal Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.* have been provided to me. I have read this information carefully. I understand that if I have any questions about these reports, I may contact the BGCMC Human Resources Department at 931-490-9401 x 2601.

**Initials:** \_\_\_\_\_

I authorize, without reservation, any party or employer contacted to furnish the above information and release all parties involved from liability and responsibility for doing so. I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing or seeking such information. This authorization & consent shall be valid in original, fax, or copy form.

**All hiring and employment at BGC is at-will.** I understand this application is not an employment contract, nor can it be used to create one. Employment by BGC has no specific term and may be terminated by the employee or BGC with or without notice. I acknowledge that BGC has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to prove my identity and right to work in the USA, if I am offered a position with BGC, and failure to provide this evidence will result in termination of my employment.

I understand that if I am offered a position with BGC, I will be required to have a drug test. If a drug test establishes the use of illegal substances, the offer of employment will be withdrawn.

I release and agree to hold harmless any individual, employer, business institution or government employer from all liability for furnishing information to BGC. I agree to release and hold harmless BGC from all liability for the receipt of such information.

I certify that I have and will provide information throughout the hiring process, including the information on this application and in interviews that is true and complete. I further certify that I have and will answer all questions to the best of my ability, and that I have and will not withhold any information that would affect my application for employment. I understand that if any misrepresentation or omission has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment may be terminated.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_