



Employment Application

To safeguard the well-being of the youth served, Boys & Girls Clubs of the Suncoast (BGCS) will confirm the accuracy of data provided by the applicant during the hiring process before employment commences. This process will include, but is not limited to, education verification, employment & personal reference checks, volunteer experience, and law enforcement records. All applicants must undergo a Level 2 background screening which includes fingerprinting and drug screening

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applying for: _____ Desired Salary: \$ _____

Location/Club Applying to: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for BGCS? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a crime? YES ☐ NO ☐ If yes, explain: _____

Education

High School: _____ City, State: _____

From: _____ To: _____ Did you graduate YES ☐ NO ☐ Diploma: _____

College: _____ City, State: _____

From: _____ To: _____ Did you graduate YES ☐ NO ☐ Degree: _____

Other: _____ City, State: _____

From: _____ To: _____ Did you graduate YES ☐ NO ☐ Degree: _____

References

Please list two references;

Full Name: _____ Relationship: _____

Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Phone: _____

Email: _____

Employment and Volunteer History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Is this your current employer? If so, may we contact them? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____



Care Provider Background Screening Clearinghouse Background Screening Request Form

You have applied for a position with Boys & Girls Clubs of the Suncoast regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. As a health care and/or service provider regulated by a specified agency in the Clearinghouse we may conduct a search for an existing background screening result or submit a new background screening request through the Clearinghouse results website on your behalf.

In order to complete the search and/or background screening request we must collect the following information. This information is required by the Clearinghouse, the Florida Department of Law Enforcement, other states participating in Clearinghouse, and the Federal Bureau of Investigation.

Please provide the following information:

Applicant Information

*First Name: _____
Middle Name: _____
*Last Name: _____
Aliases: _____
*SSN: _____
*Date of Birth: _____
*Place of Birth: _____

Demographics

*Gender: _____
*Ethnicity: _____
*Hair Color: _____
*Eye Color: _____
*Height: _____
*Weight: _____

Contact Information

*Address Line 1: _____
Address Line 2: _____
*City: _____
*State: _____
*Zip: _____
County _____
Prior States: _____
(within the last 5 years)
Email: _____
Phone: _____

*Denotes Required Fields

PLEASE READ CAREFULLY

**JOB APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION TO RELEASE
EMPLOYMENT REFERENCE INFORMATION**

I understand that Boys & Girls Clubs of the Suncoast (BGCS) will attempt to verify statements made on my application and made during my employment interview. When contacted by BGCS, I give permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of the BGCS's review of this application, I release BGCS and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so that BGCS can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

I understand that BGCS requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment form may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate BGCS.

I authorize personal references as well as developed references, other persons, companies, corporations, schools and law enforcement agencies to furnish to BGCS and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service; BGCS must first obtain my written consent in a disclosure separate from this application. I understand that BGCS shall treat this information in a confidential manner.

I understand that if I am employed by BGCS, I must conform to the rules of BGCS. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCS has a similar right. I understand my employment with BGCS does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCS. I understand that no one other than the President & CEO of BGCS has the authority to make any other agreement.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCS's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding BGCS, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for BGCS's benefit. If employed, I agree to keep all information about BGCS, including such information regarding its business methods, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without BGCS.

Signature: _____

Date: _____

Parent or Guardian
Signature: _____

Date: _____