



Application for Employment

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Boys & Girls Clubs of Topeka is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Complete the entire application. You may attach a resume, but you **must complete all questions;** or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for employment. **PLEASE PRINT CLEARLY OR TYPE.**

GENERAL INFORMATION

Name: (First) (MI) (Last)			Other Names Used (maiden:	
Street Address:		City, State & Zip:		
Email Address:		Main Phone:	Other Phone:	
Are you eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, and you are hired, you will be required to furnish proof of your employment eligibility.	
Are you 16 years of age or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed at Boys & Girls Clubs of Topeka?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Are you related to any current Boys & Girls Clubs of Topeka employee(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
Have you ever worked/volunteered at Boys & Girls Clubs of Topeka or any other Boys & Girls Club?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list dates and each Club(s) city, state and name:	
How did you learn about this employment opportunity? (check all that apply)				
<input type="checkbox"/> Facebook		<input type="checkbox"/> Job Bulletin (Posting)		<input type="checkbox"/> Dept. of Labor
<input type="checkbox"/> Referral by employee (who?) _____		<input type="checkbox"/> Walk-in		<input type="checkbox"/> Website
<input type="checkbox"/> Other: _____				
Position applying for:		Acceptable salary range:	Full time _____ Part time _____ Temporary _____	
			Date available to start:	
Availability:				
Monday: from _____ to _____		Tuesday: from _____ to _____		Wednesday: from _____ to _____
Thursday: from _____ to _____		Friday: from _____ to _____		
Program hours during the school year: Adams Club 3:00pm-7:00pm; Montara Unit 7:00am-9:00am & 3:00pm-6:00pm; North Area Clubs 7:00am-9:00am & 3:00pm-6:00pm; Tecumseh Area 7:00am-9:00am & 3:30pm-6pm;				
Teen Center 3:00pm-7:00pm; West Area Clubs 7:00am-9:00am & 3:00pm-6:00pm				
School Day(s) Out program hours for open locations: 7:00am – 6:00pm				
Summer program hours for open locations: 7:00 am - 6:00 pm				

BACKGROUND INFORMATION

Club safety is a #1 priority at Boys & Girls Clubs of Topeka. Individuals are **prohibited** to working or volunteering at Boys & Girls Clubs of Topeka for the following offenses:

Convicted of a felony consisting of:

- Murder
- Child abuse
- A crime against children, including child pornography
- Arson
- Weapons

Or other barrier crimes consisting of:

- Battery and/or Assault – misdemeanor or felony (including domestic violence offenses)
- Drug Convictions – felony or any drug related offense committed within the last 5 years
- Furnishing alcoholic beverages to a minor or contributing to the delinquency of a minor – misdemeanor
- Unlawfully hosting minors consuming alcohol – misdemeanor
- Robbery - misdemeanor

Please answer the following questions in full.

Have you ever:

1. Been convicted of any of the crimes reflected above? Yes No
2. Plead guilty or been convicted of a criminal offense? Yes No
If yes, give dates and circumstances _____.
3. Had a felony conviction under the controlled substance act: Yes No
Date _____ State and County of court action _____.
4. Had a misdemeanor or felony conviction of a crime against persons, a sexual offense, a crime affecting family relationships or children? Yes No Date _____
5. Committed physical, mental, sexual, or emotional abuse or neglect as validated by Department of Children & Families (DCF) formerly SRS? Yes No Date _____
6. Been adjudicated (found or determined in a court of law to be) a juvenile offender, delinquent, or miscreant because of having committed an act which, if committed by an adult, would be a felony?
 Yes No Date _____
7. Had a child declared, in a court of law, to be deprived or in need of care based on allegation of physical, mental, or emotional abuse? Yes No Date _____
8. Had parental rights terminated? Yes No Date _____
9. Signed a Diversion Agreement involving child abuse or a sexual offense? Yes No Date _____
10. Have you resided in any other state in the last 5 years? Yes No
If yes, list state(s) here: _____

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.					

SKILLS

Please list technical/clerical/trade skills, etc., relevant to this position. Include relevant computer systems and software which you have a working knowledge. Include CPR, Lifeguard Training, and first Aid. Note your level of proficiency and/or expiration dates.

TYPE	LEVEL	EXPIRATION DATE

OTHER

- Is there any reason that would prevent you from performing the essential functions of the position for which you are applying? Yes No
Explain: _____
- Is there any other information you feel Boys & Girls Clubs of Topeka should know about you?

- T-shirt size: _____

PROFESSIONAL & CHARACTER REFERENCES

*For applicants currently in high school please identify a minimum of two professionals from your high school.

Ex: Teacher, Principal, Advisor, Guidance Counselor etc.

Name	Business or School Name	Phone Number	Email	Position/ Occupation

WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Include full-time military or volunteer commitments. Omission of prior employment may be considered falsification of information.

❖ **PLEASE DO NOT** complete this information with the notation "See Resume."

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Organization Name (most recent employer) & Dates of Employment:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Starting Salary: _____ Final Salary: _____
Title(s):	Supervisor's Name:	
Primary duties:	Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Contact Number: _____ Contact Email: _____		

Authorization for Release of Information

Please read each statement carefully and initial in the box if you understand and agree with each statement.

- I certify that all answers given herein are true & complete to the best of my knowledge.
- I understand that my employment is contingent on successful processing of background screening checks in accordance with Boys & Girls Clubs of Topeka and Kansas Department of Health and Environment child safety requirements.
- I authorize investigation of all statements contained in this application for employment as maybe necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Boys & Girls Clubs of Topeka to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I agree to submit to a criminal and credit background investigation. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Boys & Girls Clubs of Topeka serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Boys & Girls Clubs of Topeka Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____

Date: _____