



BOYS & GIRLS CLUBS
OF CHAVES & LINCOLN
COUNTIES

134 Reese Drive
Ruidoso, NM 88345
(575) 454-7100

www.bgcccl.org

201 S Garden
Roswell, NM 88203
(575) 550-5001

www.bgcccl.org

PLEASE READ BEFORE COMPLETING APPLICATION

This association does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all the qualifications required for which you are applying.

(ANSWER ALL QUESTIONS COMPLETELY.)

PERSONAL DATA

Name _____ Date _____
 First Middle Initial Last Age

Current

Address _____
 Street City, State Zip Dates living at this address

Telephone: Home _____ Business - _____

Previous Address _____
 Street City, State Zip Dates living at this address

List of other cities, counties, and states where you have lived/worked:

| City | County | State | Number of Years | City | County | State | Number of Years |
|-------|--------|-------|-----------------|-------|--------|-------|-----------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Are you 18 years of age, or over? Yes_ No_ Are you a veteran? Yes_____No_____

If Yes, Dates of Military Service _____

Are you authorized to work in the United States? Yes_ No_

(If you are hired, you will be required to furnish proof of your employment eligibility.)

Other names used during prior employment _____
 Maiden Name, Other Surnames, Etc.

| | | |
|--|--|-------------|
| Social Security Number _____ | Driver's License Number _____ | State _____ |
| How many moving violations during the last 3 years _____ | Do you currently have liability insurance? _ _ _ | |

GENERAL

Applying for position as _____ Acceptable Salary Range _____
Full-time ___ Part-time ___ Temporary _____ Notice Required _____

At which location _____ Date available _____

If applying for seasonal work, are you available to work during the school term? Yes ___ No ___

Have you previously applied for employment at the Boys & Girls Clubs of Chaves & Lincoln Counties? Yes ___ No ___

If so, when? _____ Location _____

Have you ever worked for another Boys & Girls Clubs organization? Yes ___ No ___

If so, when? _____ Where _____

Have you failed to be reemployed, ever been involuntarily discharged, fired or asked to resign a position? _____

Yes ___ No ___ If yes, give dates and circumstances _____

EMPLOYMENT

LIST ALL POSITIONS YOU HAVE HELD, BEGINNING WITH YOUR MOST RECENT, INCLUDE SELF-EMPLOYMENT AND VOLUNTEER WORK.

Current, or most recent employer _____ Employed from _____ to _____

Street address _____ Salary (Monthly) at start _____ to _____

City _____ State _____ Zip _____ Telephone _____

Name of your direct supervisor _____ Your title _____

Briefly describe your responsibilities _____

Did you work with children Yes ___ No ___ If yes, please give description of children:

Number of children _____ Age group _____ Sex: Male ___ Female ___ Both ___

Any experience supervising staff? Yes ___ No ___ If yes, please describe _____

Reason(s) for terminating or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? Yes ___ No ___

Previous Employer contact information _____

Phone number and/or email

Next previous employer _____ Employed from _____ to _____

Street address _____ Salary (Monthly) at start _____ to _____

City _____ State _____ Zip _____ Telephone _____

Name of your direct supervisor _____ Your title _____

Briefly describe your responsibilities: _____

Did you work with children Yes ___ No ___ If yes, please give description of children:

Number of children _____ Age group _____ Sex: Male ___ Female ___ Both ___

Any experience supervising staff? Yes ___ No ___ If yes, please describe _____

Reason(s) for terminating or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? Yes ___ No ___

Previous Employer contact information _____

Phone number and/or email

Next previous employer _____ Employed from _____ to _____

Street address _____ Salary (Monthly) at start _____ to _____

City _____ State _____ Zip _____ Telephone _____

Name of your direct supervisor _____ Your title _____

Briefly describe your responsibilities: _____

Did you work with children Yes ___ No ___ If yes, please give description of children:

Number of children _____ Age group _____ Sex: Male ___ Female ___ Both ___

Any experience supervising staff? Yes ___ No ___ If yes, please describe _____

Reason(s) for terminating or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? Yes ___ No ___

Previous Employer contact information _____

Phone number and/or email

OTHER EMPLOYMENT NOT LISTED ABOVE

| Employer/Location | Supervisor | Your Title | Dates of Employment |
|--------------------------|-------------------|-------------------|----------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Give dates and explanations of any gaps in employment history:

POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE

ENDORSES AND ENFORCES ITS POLICIES AND PRACTICES TO PREVENT CHILD ABUSE

Our first priority in all youth programs is care and safety. We make an active and, we believe, effective effort to prevent child abuse, verbal, physical, emotional or sexual.

Our goals are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive environment of safety, support, and care.

Allegations or suspicions of child abuse are taken very seriously by The Boys & Girls Clubs of Chaves & Lincoln Counties and will be reported to the State for investigation. The Boys & Girls Clubs of Chaves & Lincoln Counties will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of this State.

All candidates will be subject to a thorough background investigation to screen out molesters which may include, but are not limited to, checking the following:

- Reference of past employers
- Personal references
- Volunteer history
- Psychological testing
- Civic involvement
- Military records
- Criminal background history
- Personal characteristics/activities
- Periodic interviews with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary

STAFF CODE OF ETHICS

1. Staff will not verbally, physically, emotionally, or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants, or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents, or other participants.
5. Staff will not accept gifts or money from children, parents or other participants, nor will staff give gifts or money to children, parents, or other participants.
6. Staff/volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 years outside of BGCCCLC activities. There will be no exceptions unless individually approved by the President/CEO.
7. Staff will report any suspected abuse or neglect of a child to the Child Protective Services of The Protective and Regulatory Services and law enforcement agencies, as required by State law.
8. Staff will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact, and maturity.
9. Staff will treat all children, regardless of age, race, religion, ethnicity, gender, or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
11. Staff will never leave a child unsupervised.
12. Staff will appear clean, neat and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect children's health or safety.
14. Staff will not use tobacco products during working hours in the presence of children or parents.
15. Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.

I have read and understand BGCCCLC's position on the Nation-wide Problem of Child Abuse and the Staff Code of Ethics. I understand that any violation of the Code of Ethics may result in termination. Being full aware of the matters contained in this Staff Code of Ethics, I still desire consideration for employment.

Applicant/Employee _____

Date _____

ARREST AND CONVICTION RECORD

The Boys & Girls Clubs of Chaves & Lincoln Counties checks and conviction records of all volunteers and applicants for employment.

A conviction does not necessarily mean that BGCCCLC will reject your application. We consider the nature of the offense, your age at the time, how long ago the offense occurred, and the position for which you are applying, among other factors. However, a false answer to this question may disqualify you from further consideration or result in your termination for falsifying your application.

This question covers all crimes, including traffic offenses, except those traffic violations for which there was no final conviction (for example, you took a defensive driving course), or a fine of less than \$100 was paid.

Have you ever been convicted of, or pleaded guilty or "no contest" to, any criminal offense? Yes _____ No _____

If you answered "Yes" give dates, places, and details:

COMPLETE IF APPLYING TO WORK WITH CHILDREN

Why do you want to work with and care for children?

With what age group or sex do you prefer to work? Why? _____

What is your philosophy about discipline?

What do you do when you are upset or angry about something? _____

Are you a pedophile or child abuser? Yes___ No___

Have you ever been accused of being a pedophile or child abuser? Yes___ No___ If yes, please explain:

Other than through employment, how are you involved with children?

List the 3 strengths and the 3 most difficult problems you have in working with children:

GREATEST STRENGTHS

1. _____
2. _____
3. _____

MOST DIFFICULT PROBLEMS

1. _____
2. _____
3. _____

| EDUCATION | | PRINT NAME, CITY AND STATE FOR EACH SCHOOL LISTED | DATES | TYPE OF COURSE OR MAJOR | GRADUATED? | DEGREE RECEIVED |
|-------------------------------|--|--|--------------|--------------------------------|-------------------|------------------------|
| High School | | | From | | | |
| | | | To | | | |
| College | | | From | | | |
| | | | To | | | |
| College | | | From | | | |
| | | | To | | | |
| Trade, Bus., Night, or Corres | | | From | | | |
| | | | To | | | |
| Other | | | From | | | |
| | | | To | | | |

Are you presently in school? Yes ___ No ___ If yes, give expected completion date _____

List of the courses you are taking _____

If not a high school graduate, indicate highest grade completed. _____

If not a high school graduate, have you earned a General Educational Development (GED) or high school equivalency?

Yes ___ No ___

SPECIAL SKILLS

Describe any volunteer work, other experience, interests, training or honors received in connection with your service to any organization which you consider relevant to your ability to perform the job sought. _____

List all current license(s), permit(s), certification(s) and level or credited hours. (CPR, lifeguard, First Aid, etc.)

| Type | Level | Expiration Date |
|-------|-------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience.

PERSONAL REFERENCES (Not Employers)

List four references. Must include one relative. Must include at least one male and one female reference.

| NAME AND HOME ADDRESS | FIRM NAME/ADDRESS, IF APPLICABLE | PHONE NUMBERS | KNOW IN WHAT CAPACITY? (friend, pastor, etc.) | HOW LONG KNOWN? |
|-----------------------|----------------------------------|--------------------------|---|-----------------|
| | | Day: _____ Eve: _____ | | |
| | | Day: _____ Eve: _____ | | |
| | | Day: _____ Eve: _____ | | |
| | | Day: _____ Eve: _____ | | |

LIST BELOW THE NAMES OF RELATIVES, FRIENDS OR ACQUAINTANCES EMPLOYED BY BGCLC AND ITS RELATIONSHIP TO YOU.

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by The Boys & Girls Clubs of Chaves & Lincoln Counties (BGCCCLC). I authorize BGCCCLC, its affiliates, and their representatives to investigate all information given and to secure additional job-related information, if necessary. I authorize an investigative report to be made whereby information is obtained through personal interviews with friends, neighbors or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputation, and include, but is not limited to, verification of previous employment and authorize BGCCCLC to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in BGCCCLC's policy manual or other communications distributed to employees, and understand the condition of my continued employment will be my compliance with BGCCCLC's controlled substance abuse and testing

employment references, verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information.

I also understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment, or if employed, dismissal without advance notice.

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by BGCCCLC. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide BGCCCLC (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result.

In the event I am employed, I understand that all employees are subject to termination at the discretion of BGCCCLC. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately

I understand that, in the event I am employed by BGCCCLC, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by BGCCCLC at its discretion.

I have read, understand and support BGCCCLC's position on the problem of child abuse.

I understand that beginning and continuing employment at BGCCCLC depends, in part, on the following:

1. Passing a drug screen and/or physical examination, if requested by BGCCCLC
2. Satisfying BGCCCLC's requirements concerning:
 - A. My driving record,
 - B. My criminal history record,
 - C. Reference checks, and
 - D. Documents required by law.

I understand that completion of this form does not guarantee my status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statements and accept the same as a condition of my employment with BGCCCLC

—

Signature of Applicant

Date



BOYS & GIRLS CLUBS
OF CHAVES & LINCOLN
COUNTIES

134 Reese Drive
Ruidoso, NM 88345
(575) 454-7100

www.bgcccl.org

201 S Garden
Roswell, NM 88203
(575) 550-5001

www.bgcccl.org

Reference Check Authorization & Release Form

I, _____ (print full name), hereby authorize the Boys & Girls Clubs of Chaves & Lincoln Counties (BGCCCLC) to contact my former employers, supervisors, professional references, educational institutions, and other relevant individuals or organizations for the purpose of verifying my employment history, qualifications, and suitability for employment.

I authorize these individuals and organizations to provide information concerning my job performance, professional conduct, attendance, reliability, reasons for separation, and any other information relevant to my potential employment with BGCCCLC.

I understand that this information will be used solely for employment consideration purposes.

I hereby release and hold harmless the Boys & Girls Clubs of Chaves & Lincoln Counties and any individuals or organizations providing information from any liability arising out of the provision or use of such information in good faith as part of the employment review process.

I understand that:

- This authorization is valid for the duration of the hiring process.
- A photocopy or electronic copy of this authorization shall be considered as valid as the original.
- I may revoke this authorization in writing at any time prior to its use.

Signature: _____

Printed Name: _____

Date: _____