



BOYS & GIRLS CLUBS
OF NEWPORT COUNTY

EMPLOYMENT & VOLUNTEER APPLICATION

Seeking: Employment ☐ Volunteer Opportunity ☐

Position Desired: _____

Name: _____ Date: _____

Address: _____

Are You Over 18 years of age: ☐ Yes ☐ No Email Address: _____

Telephone: _____

What age group would you prefer working with? _____

When are you able to volunteer? Days: _____ Times: _____

High School Attended: _____

Dates Attended from: _____ Attended to: _____

College: _____

Dates Attended from: _____ Attended to: _____

Date of graduation: _____ Major: _____

Degree/Certificate: _____

Are you fluent in any foreign language? ☐ Yes ☐ No

If yes, please list which language: _____

Have you ever been employed by or volunteered at a Boys & Girls Club? ☐ Yes ☐ No

If yes, please provide name and location of the Club, your role and the applicable dates you were there _____

Licenses or certificates that you currently hold: (please provide copies)

☐ Chauffeurs License

☐ CDL License

☐ Lifeguard

☐ First Aid

☐ CPR

☐ Food Handler's License

☐ State Life Guard Certificate

☐ Other (please explain below)

Driver's License # and Class: _____

Teacher Certification, Grade Level: _____

Certification Number : _____ Expiration Date : _____

CDA, Concentration : _____ Expiration Date : _____

License-RN, LPN, etc., License Held: _____

License Number: _____ Expiration Date: _____

Training or other youth development experiences you have participated in over the past year relevant to the care of children- include courses, workshops, conferences, etc.:

Do you have any special hobbies or talents? ☐ Yes ☐ No

If you answered yes, please describe: _____

Have you ever been convicted of a crime; including drugs, sex-related or child abuse related offenses? ☐ Yes ☐ No

If you answered yes, please explain: _____

Please list two professional references and one personal that we may contact regarding your character:

NAME	ADDRESS	TELEPHONE
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Were you referred to this position by an employee of The Boys & Girls Clubs of Newport County, Inc.? ☐ Yes ☐ No

If yes, please specify the name of the individual and provide any information you feel may be relevant to the referral.

Work Experience: Start with current or last employer first. Please detail duties & responsibilities as applicable.

Company Name: _____ Your Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____ Starting Salary: _____ Last Salary: _____

Supervisor's Name: _____ Supervisor's Title: _____

Telephone: _____

Brief Description of Duties & Responsibilities: _____

Reason for Leaving: _____

May we contact employer? ☐ Yes ☐ No

Company Name: _____ Your Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

Starting Salary: _____ Last Salary: _____

Supervisor's Name: _____ Supervisor's Title: _____

Telephone: _____

Brief Description of Duties & Responsibilities: _____

Reason for Leaving: _____

May we contact employer? ☐ Yes ☐ No

Company Name: _____ Your Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

Starting Salary: _____ Last Salary: _____

Supervisor's Name: _____ Supervisor's Title: _____

Telephone: _____

Brief Description of Duties & Responsibilities: _____

Reason for Leaving: _____

May we contact employer? ☐ Yes ☐ No

I am aware that willfully withholding information or making false statements on this application constitutes a violation of Section 1001, Title 18 US Code and if appointed will be the basis for dismissal from the Boys & Girls Clubs of Newport County, Inc. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete, to the best of my knowledge.

The Boys & Girls Clubs of Newport County, Inc. reserves the right to conduct a Background Criminal Investigation and a Child Abuse and neglect Tracking System clearance on all potential employees and volunteers. Attached is a form that includes both as part of this application process.

Applicant's Signature

Date