

Interview Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Interviewed By: \_\_\_\_\_



PO Box 621  
Nowata, OK 74048  
Phone: 918-273-1007  
www.bgclubofnowata.org

# EMPLOYMENT APPLICATION

*An Equal Opportunity Employer*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position Applying For: \_\_\_\_\_ Pay Required: \_\_\_\_\_  
Date Available: \_\_\_\_\_ Willingness to Travel:  Yes  No  
Interested in:  Full-Time  Part-Time  Work-Study  Other

Applicant's Name: \_\_\_\_\_  
(First) (Last) (Middle Initial)  
Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Current Address: \_\_\_\_\_  
(City) (State) (Zip Code)  
Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_  
Are you a citizen of the United States?  Yes  No  
Are you authorized to work in the United States?  Yes  No  
If you are a resident alien, please give your alien number or present your resident alien card. Alien Number: \_\_\_\_\_  
Are you under 18 years of age?  Yes  No  
Are you at least 21 years of age?  Yes  No  
Would you work overtime if required?  Yes  No  
Do you have a valid Driver's License?  Yes  No  
Have you ever worked for this organization?  Yes  No  
Would you travel if required?  Yes  No  
Do you have a reliable form of transportation?  Yes  No  
Have you ever been bonded?  Yes  No  
Can you meet the attendance requirements of the position?  Yes  No  
Have you ever worked or volunteered for any other Boys & Girls Club?  Yes  No  
If yes, please list organization, supervisor and contact information: \_\_\_\_\_

How were you referred to Boys & Girls Club of Nowata? \_\_\_\_\_

Please list any relatives employed by Boys & Girls Club of Nowata: \_\_\_\_\_

Have you ever been charged with sex crimes or abuse involving children?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any type of felony?  Yes  No

If yes, please explain: \_\_\_\_\_

## Education

Highest Level of Education: \_\_\_\_\_

*Please list high school education:*

School Name: \_\_\_\_\_ City/State \_\_\_\_\_ Did you graduate? Year: \_\_\_\_\_  
 Yes  No

School Name: \_\_\_\_\_ City/State \_\_\_\_\_ Did you graduate? Year: \_\_\_\_\_  
 Yes  No

*Please list any post-secondary education, including technical/ vocational training:*

School Name: \_\_\_\_\_ City/State \_\_\_\_\_ Did you graduate? Year: \_\_\_\_\_  
 Yes  No

Did you graduate?  Yes  No Degree: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

School Name: \_\_\_\_\_ City/State \_\_\_\_\_ Did you graduate? Year: \_\_\_\_\_  
 Yes  No

Did you graduate?  Yes  No Degree: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

## Military Service

*Please List any military service:*

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

Type of Discharge: \_\_\_\_\_ If not honorable, please explain: \_\_\_\_\_

## Work Experience

Start with current or last employee first. Do not detail duties if described in attached resume.

Employer's Name: _____	Your Title: _____	
City, State: _____	Date Started: _____ Month/Year	Date Left: _____ Month/Year
Start Pay: _____	Ending Pay: _____	
Supervisor's Name: _____	Supervisor's Title: _____	
Supervisor's Contact Number: (____) _____ - _____	May we contact Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Description of Duties & Responsibilities:		
Reason for Leaving: _____		

Employer's Name: _____	Your Title: _____	
City, State: _____	Date Started: _____ Month/Year	Date Left: _____ Month/Year
Start Pay: _____	Ending Pay: _____	
Supervisor's Name: _____	Supervisor's Title: _____	
Supervisor's Contact Number: (____) _____ - _____	May we contact Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Description of Duties & Responsibilities:		
Reason for Leaving: _____		

Employer's Name: _____	Your Title: _____	
City, State: _____	Date Started: _____ Month/Year	Date Left: _____ Month/Year
Start Pay: _____	Ending Pay: _____	
Supervisor's Name: _____	Supervisor's Title: _____	
Supervisor's Contact Number: (____) _____ - _____	May we contact Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Description of Duties & Responsibilities:		
Reason for Leaving: _____		

# Special Skills

Please list any special skills or experience that you feel would help you in the position that you are applying for.

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# References

Please List one relative and at least two nonrelated references

Name	Relationship	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Can you perform this job (as detailed verbally or in the job description) with or without a reasonable accommodation?  Yes  No

I authorize Boys & Girls Club of Nowata to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and Boys & Girls Club of Nowata from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for my employment history, my academic credentials or qualifications and my suitability for employment with Boys & Girls Club of Nowata. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if Boys & Girls Club of Nowata has not employed me or immediate dismissal if Boys & Girls Club of Nowata has employed me. I also authorize Boys & Girls Club of Nowata to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release Boys & Girls Club of Nowata from any and all liability for its providing this information.

I understand that nothing in this employment application, in Boys & Girls Club of Nowata' policy statements or personnel guidelines, or in my communications with any Boys & Girls Club of Nowata official is intended to create an employment contact between Boys & Girls Club of Nowata and me. I also understand that Boys & Girls Club of Nowata has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that Boys & Girls Club of Nowata retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

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

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

**For office use only:**

Employee / Volunteer / Other

BG Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Club ID: \_\_\_\_\_

# BACKGROUND INVESTIGATION CONSENT

I, (print name) \_\_\_\_\_, hereby authorize Boys & Girls Club of Nowata and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and /or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment or volunteer duty with the Boys & Girls Club.

I release Boys & Girls Club of Nowata and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

Primary Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long Have Been at This Residence? \_\_\_\_ Years \_\_\_\_ Months

Former Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long Have Been at This Residence? \_\_\_\_ Years \_\_\_\_ Months

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

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

**NOTE: The above information is required for identification purposes only, and is in no manner used as a qualification for employment or volunteering. Boys & Girls Club of Nowata is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.**



**For office use only:**

Employee / Volunteer / Other

BG Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Club ID: \_\_\_\_\_

## Parental Consent for Minor Background Check

**\*This form must be completed by a parent or legal guardian\***

A minor, \_\_\_\_\_, is applying for a position at  
Boys & Girls Club of Nowata.

I, \_\_\_\_\_, parent or legal guardian, consent and authorize Boys & Girls Club of Nowata and its authorized agent, VeriScreen Comprehensive Background Checks, to conduct a background search on the above referenced minor. As the parent or legal guardian, I understand the purposes of this background check and hereby provide my consent for the background check.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
Print Name of Parent or Legal Guardian

\_\_\_\_\_  
Print Name of Minor Applicant

\_\_\_\_\_  
Parent or Legal Guardian Telephone Number

\_\_\_\_\_  
Minor's Date of Birth (for ID purposes only)

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Minor Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please complete and return to: Boys & Girls Club of Nowata

- Attn: Kristal Diver
- Address: PO Box 621 | Nowata, Ok 74048
- E-mail: bgcceo15@gmail.com

Revised October 2024