|  |  |  |
| --- | --- | --- |
|  | **Directions for Digital Application:** **Use the TAB key to reach each area needing completion. Save a copy and email completed application to Business Director Nicole Kubichka nicolek@bgcosh.org, or send by FAX (920)233-1816, or mail to address shown on the right.** | **Boys & Girls Club of Oshkosh****501 E Parkway Ave 54901****Phone (920) 233-1414****FAX (920) 233-1816**[**bgcosh.org**](http://www.bgcplacercounty.org/) |

**Volunteer Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | First      | Middle      | Last      | Date of Application      |
| Current Address(Address, City, State, Zip) | Address      | City      | State      | Zip      |
| Cell Phone |       | **List any skills or accomplishments that you think would be helpful during your time volunteering:** |
| Email Address |       |
| How did you hear about volunteering at the Boys & Girls Club? |       |
| Have you ever been convicted of a felony? |       |
| Reason for volunteering: |       |
| Hours you plan to volunteer: | Start Time | End Time |
| Monday |       |       |
| Tuesday |       |       |
| Wednesday |       |       |
| Thursday |       |       |
| Friday |       |       |

**Education**

|  |  |
| --- | --- |
| **Type of School** | **Name of School and Complete Mailing Address** |
| High School | Name of School      |
| College, Business or Trade School | Name of School      | Major/Specialty      |

 **Employment**

|  |  |
| --- | --- |
| **1.****Name of Employer** |       |
| **Name of Last Supervisor** | First      | Last      |
| **Phone Number** |       |
| **Job Title** |       | **Other Positions Held**  |       |
| **Dates of Employment** | **Start** **Date:** |       | **End Date:** |       |
| **May we contact your employer?** | **YES**      | **NO**      |

The Boys & Girls Club is part of a nationwide and local effort to help assure the protection of children from abuse and exploitation. In order to safeguard the wellbeing of the youth served, the Boys & Girls Club investigates the accuracy of data provided in the application process for all applicants before staff will be considered for employment. This investigation may include, but is not limited to, reference checking with past employers, schools, appropriate volunteer agencies, police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances. After employment, a statement of good health may be required from a physician.

The Boys and Girls Club of Oshkosh is an equal opportunity employer. The club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the club does not discriminate against any individual with regard to race, color, religion, sex age, national origin, disability, veteran status or other protected status. This policy extends to all terms, conditions and privileges of employment as well as the use of all club facilities. No form of unlawful discriminations, including unlawful harassment, will be condoned.

The Boys and Girls Club of Oshkosh is an at-will employer and either the employee or the employer may terminate employment at any time, with or without notice and for any reason. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the Board President.

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information, excluding medical information, concerning my former employment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, its officers, employees and agents, or any other person or entity making a written or oral request for such information on behalf of this company. I understand that the employment information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment possessed by it. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney’s fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of such materials/information except for false information disclosed for the purpose of maliciously interfering with my prospective employment interests.

I understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of this organization has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

If you decide to engage an investigating consumer reporting agency to report on my credit and personal history and/or request a Crime Information Bureau Records Check with a local law enforcement agency, I authorize you to do so. If a record is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature of the information contained in the report.

In addition, I have been informed that this Employer fully supports a drug-free work environment and as such, maintains a drug test policy. Pursuant to that policy, I acknowledge that I may be required to submit to a drug test upon receipt of a conditional offer of employment, as well as during employment with this Employer.

|  |  |
| --- | --- |
|       |       |
| ***Applicant Signature*** | ***Date*** |

**This application will expire in one year.**

**Background check form must be completed before this application will be processed.**

**In case of emergency, please contact:**

|  |  |
| --- | --- |
| Name       | Cell Phone       |
| Address       | Relationship to you       |

The Boys & Girls Club of Oshkosh is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, marital status, sex, sexual preference or disability in compliance with Title IX, Section 503 of the Rehabilitation Act, and other Federal and State non-discrimination laws and regulations. The Boys & Girls Club of Oshkosh hires only individuals lawfully authorized to work in the United States per the Immigration and Reform and Control Act of 1986.

**Email completed application to nicolek@bgcosh.org or send by FAX (920) 233-1816, or mail to**

**Boys & Girls Club of Oshkosh, 501 E Parkway Ave, Oshkosh, WI 54901.**