

BOYS AND GIRLS CLUBS OF CENTRAL TEXAS

703 N 8th Street, Killeen, TX (254) 699-5808

STAFF/VOLUNTEER WORKER APPLICATION/AGREEMENT

SUMMER MUSIC CAMP FOR TEENS, QUIET VALLEY RANCH, KERRVILLE, TEXAS

JULY 17-21, 2022

FIRST NAME _____ M/I _____ LAST NAME _____

DRIVERS LICENSE # _____ STATE _____ EMAIL _____

SOCIAL SECURITY # _____ - _____ - _____ DATE OF BIRTH _____ / _____ / _____

PHYSICAL ADDRESS _____ HOME PHONE _____

CITY _____ STATE _____ ZIP _____

EMPLOYER _____ JOB TITLE _____

JOB DESCRIPTION _____

EMPLOYER ADDRESS _____ WORK PHONE _____

CITY _____ STATE _____ ZIP _____

PLEASE DESCRIBE WORK (paid or volunteer) **EXPERIENCE** WHERE YOU HAVE BEEN INVOLVED WITH YOUTH SUPERVISION
(boys and/or girls 13-18 years of age).

ADDITIONAL INFORMATION: _____

I wish to donate my time to the youth at Boys and Girls Clubs of Central Texas (BGCTX). I will abide by all club policies and program guidelines. While youth are under my supervision, I will enforce all club rules and immediately relate any discipline problems and/or injuries to a club director. I do not use any type of illegal drugs and promise not to be in the presence of youth while under the influence of alcohol, nor will I have the smell of alcohol on my breath. As a BGCTX volunteer, I understand club officials may, at any time, invoke any/all of the following: run a complete police records background check, require me to take a drug test (at club expense), require me to submit a detailed written statement explaining any incident/actions taken by me in which an injury or complaint is involved. I authorize the administering health official to release results of required medical/drug to BGCTX without advance notice to me or without recourse from me. I further encourage, without recourse, local law enforcement agencies to release their opinion of my suitability to work with youth at BGCTX, after reviewing my available criminal record I may have accumulated. WITH MY SIGNATURE, I AGREE TO THE TERMS STATED ABOVE AND ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I AM NOT COVERED BY CLUB INSURANCE AND MAY BE REMOVED AND/OR REASSIGNED FROM MY VOLUNTEER STATUS AT ANY TIME BY A CLUB DIRECTOR.

SIGNATURE _____ DATE _____

DRUG AND ALCOHOL FREE WORKPLACE

The Club is committed to creating and maintaining a drug free workplace. This policy applies to all applicants for employment and volunteers. Substance abuse which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated on or off the Boys & Girls Club's property. It is a condition of employment or volunteering to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug and Alcohol Free Workplace Policy. Employees/Volunteers determined to be under the influence of drugs or alcohol, including the unlawful use of lawful substances, or who violate this policy in other ways, is subject to immediate discharge.

The Boys & Girls Clubs of Central Texas strictly prohibits the following:

- a) The use, possession, sale, or transfer of alcohol on Boys & Girls Club property or illegal drugs/inhalants on and/or off the Boys & Girls Club property.
- b) The use, possession, or being under the influence of alcohol and/or illegal drugs on Club property or while on Club business.
- c) Being under the influence of any prohibited drug on Club property or while on Club business.
- d) Use of alcohol or any illegal drug off Club property that affects the employee's work performance; his, her, or other people's safety; or the employee's position and/or reputation in the community.

Any person who observes the use or possession of drugs in the workplace in violation of this policy should report it to management or be subject to disciplinary action for failure to do so.

EMPLOYEE/APPLICANT/VOLUNTEER SIGNATURE _____

DATE _____

RETURN COMPLETED APPLICATION AND BACKGROUND CHECK TO 304 W AVE B, KILLEEN, TX 76541 OR FAX TO 254-699-5692

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
CENTRAL TEXAS**

304 WEST AVENUE B
KILLEEN, TX 76541
(254) 699-5808
charris@bgctx.org

Summer Music Camp for Teens, July 17th – 21st 2022

BACKGROUND POLICY AND RECORDS CHECK

The Summer Music Camp for Teens is a state licensed youth camp. All staff (paid & volunteer) of the BGCTX, agree that background checks can include but are not limited to verification of education, former employment, personal references, credit check, drug test, criminal history, and driving record. BGCTX policy states that, whenever possible, this permission/information form, along with the appropriate application and other specified documents/releases must be signed and returned to the administrative office before the applicant is allowed to come into contact with youth members. Each applicant is requested to detail any/all anticipated entries that might return on their record voluntarily while application is being completed.

The BGCTX has an adopted policy on what offenses and time lapse is acceptable. With your signature below, you authorized the BGCTX to perform a background and records check to help determine the feasibility of your being assigned a position at the Summer Music Camp for Teens, with BGCTX. I also agree that background and records checks will be done annually, as long as I am an employee/volunteer with the BGCTX and the Summer Music Camp for Teens.

Note: Applicants with sex and/or drug related offenses on their records are normally automatically disqualified.

First Name _____ M/I _____ Last Name _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Place of Birth _____
Drivers License # _____ State _____
Social Security # _____ - _____ - _____ Race _____ Gender _____

ENTRIES THAT I ANTICIPATE BEING LISTED IN MY RECORD CHECK

OFFENSE	DATE	MANNER OF DISPOSITION/PUNISHMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

You may use the back of this form to add any details you feel important and beneficial to club staff. I authorize the BGCTX, without recourse or advance notice to me, to check for any criminal records I may have accumulated and use it along with the information I have provided in this application to determine my suitability for the position indicated on the application.

Signature of Employee or Volunteer

Date