



**BOYS & GIRLS CLUB**  
OF NORTHERN WESTCHESTER

**VOLUNTEER APPLICATION**

**GENERAL INFORMATION**

Name (Last):	(First):	(Middle Initial):	Home Telephone: ( )	
Address (Mailing Address):	(City):	(State):	(Zip):	Cell Phone: ( )
E-Mail Address:				

**POSITION**

Program you wish to Volunteer in:
Date Available:

**EDUCATION and TRAINING**

High School Graduate OR General Education(GED) Test Passed? ( )Yes ( )No    Name of High School _____						
If no, list the highest grade completed:						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From:			( ) Yes		
	To:			( ) No		
	From:			( ) Yes		
	To:			( ) No		
	From:			( ) Yes		
	To:			( ) No		
Occupational License, Certificate or Registration:		Number:		Where Issued:		Expiration Date:
Occupational License, Certificate or Registration:		Number:		Where Issued:		Expiration Date:
Languages Read, Written and/or Spoken (other than English):						
Special Skills (List all pertinent skills and/or equipment you can operate):						

Interviewer's Comment:
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**WORK EXPERIENCE** (Most recent first - include voluntary work and military experience)

Employer:		Tel: ( ) -	From (Month/Year):
Address:			To (Month/Year):
Job Title:	Number Employees Supervised:		Hours per Week:
Specific Duties:			Last Salary:
			Supervisor:
Reason for Leaving:		May We Contact This Employer? ( ) Yes ( ) No	
Employer:		Tel: ( ) -	From (Month/Year):
Address:			To (Month/Year):
Job Title:	Number Employees Supervised:		Hours per Week:
Specific Duties:			Last Salary:
			Supervisor:
Reason for Leaving:		May We Contact This Employer? ( ) Yes ( ) No	
Employer:		Tel: ( ) -	From (Month/Year):
Address:			To (Month/Year):
Job Title:	Number Employees Supervised:		Hours per Week:
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Reason for Leaving:		May We Contact This Employer? ( ) Yes ( ) No	
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Address:			To (Month/Year):
Job Title:	Number Employees Supervised:		Hours per Week:
Specific Duties:			Last Salary:
			Supervisor:
Reason for Leaving:		May We Contact This Employer? ( ) Yes ( ) No	

I certify the information contained in this application is true, correct and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If a volunteer job description has been provided, can you perform this job (as detailed in the job description) with or without a reasonable accommodation?

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I authorize the Boys & Girls Club of Northern Westchester (BGCNW) 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 BGCNW 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 volunteer employment with BGCNW. I understand that any offer of employment as a volunteer 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 BGCNW has not employed me as a volunteer, or immediate dismissal if BGCNW has employed me as a volunteer. I also authorize BGCNW 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 BGCNW from any and all liability for its providing this information.

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

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

I understand that any offer of volunteer employment is contingent upon my presentation of one of the following documents before I begin work: United States passport, unexpired foreign passport with work authorization stamp, certificate of U.S. citizenship or naturalization, or alien resident or registration card. In the alternative, I may present my social security card or certificate of birth in the United States and one document establishing my identity such as a driver's license.

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

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Volunteer Applicant's Signature

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Today's Date