

## Employment Application Form Cover Letter

In order to ensure that persons providing child care support services in all programs licensed by the Department of Early Education and Care (EEC) are appropriate for serving in their positions, all perspective employees must consent to a Background Record Check (BRC). A BRC shall consist of, at a minimum, a Massachusetts Criminal Offender Record Information (CORI) check; a DCF Background Record Check; a SORI check and a fingerprint-based check of state and national criminal history databases. Third-party services may be hired to perform these checks.

It is the policy of Department of Early Education and Care (EEC) and the Boys & Girls Club of Chicopee that convictions of certain crimes, and certain other conduct, pose an unacceptable risk to the children served by EEC and its licensed and/or funded programs. The Boys & Girls Club of Chicopee has a policy which states any potential employee who has the following barrier crimes will **not** be eligible for employment with the Club:

- All crimes against children, including child pornography, child molestation, child abuse, abandonment, child neglect, enticing a child into motor vehicle, structure or isolated area and endangering the welfare of a child
- Crimes involving sexual assault, rape, criminal sexual contact or lewdness
- Murder, manslaughter or homicide
- Stalking, kidnapping and related offenses involving restraint, imprisonment, or criminal coercion
- Crimes involving assault with a weapon or an assault that results in bodily harm
- Sale of controlled substances
- Terrorist threats
- Cruelty to animals
- Any attempt or conspiracy to commit any of the crimes listed

When turning in this application, you must submit a photo I.D. to process this application. **This application will not be processed without your photo I.D.**

**Please also note that email addresses must be provided so that we may contact your previous employers and references!**

Thank you for your interest in applying to the  
Boys & Girls Club of Chicopee!







# Application for Employment



**BOYS & GIRLS CLUB**  
OF CHICOPEE

PRE-EMPLOYMENT  
QUESTIONNAIRE  
AN EQUAL  
OPPORTUNITY  
EMPLOYER

## PERSONAL INFORMATION

NAME (LAST NAME FIRST)		
PRESENT ADDRESS	APT. NO	CITY, STATE, ZIP
PERMANENT ADDRESS	APT. NO	CITY, STATE, ZIP
ARE YOU 18 YEARS OR OLDER YES <input type="checkbox"/> NO <input type="checkbox"/>	PHONE: HOME	CELL:

## DESIRED EMPLOYMENT

POSITION	DATE YOU CAN START	SALARY DESIRED				
AVAILABILITY TIMES	MON	TUES	WED	THURS	FRI	SAT
WHO REFERED YOU TO THIS COMPANY:	FRIEND <input type="checkbox"/>	WALK IN <input type="checkbox"/>				
EMPLOYMENT AGENCY <input type="checkbox"/>	COLLEGE PLACEMENT <input type="checkbox"/>	OTHER <input type="checkbox"/>				
EMPLOYMENT OFFICE <input type="checkbox"/>	NEWSPAPER ADVERTISING <input type="checkbox"/>					

## EDUCATION

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS				

## GENERAL INFORMATION

SUBJECTS OF SPECIAL INTEREST OR RESEARCH WORK						
SPECIAL TRAINING			SPECIAL SKILLS			
CPR & FIRST AID CERTIFICATIONS YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES:	FIRST AID EXP. DATE:	CPR EXP. DATE	INFANT	CHILD	ADULT

**FORMER EMPLOYEES**

LIST BELOW TWO EMPLOYERS, STARTING WITH THE MOST RECENT. \*EMAIL IS REQUIRED TO MAKE CONTACT WITH EMPLOYERS

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY, STATE, ZIP	
STARTIND DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR YES <input type="checkbox"/> NO <input type="checkbox"/>	
NAME OF SUPERVISOR		TITLE	* EMAIL
DESCRIPTION OF WORK			
REASON FOR LEAVING			

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WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR YES <input type="checkbox"/> NO <input type="checkbox"/>	
NAME OF SUPERVISOR		TITLE	* EMAIL
DESCRIPTION OF WORK			
REASON FOR LEAVING			

**REFERENCES**

BELOW, GIVE THREE NAME OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN FOR AT LEAST A YEAR

NAME	ADDRESS	* EMAIL ADDRESS REQUIRED TO MAKE CONTACT	YEARS KNOWN

**SERVICE RECORD**

BRANCH OF SERVICE	RANK	DISCHARGE DATE

**HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?** YES  NO

IF YES, EXPLAIN (WILL NOT NECESSAIRLY EXCLUDE YOU FROM CONSIDERATION)

**STATEMENT OF COMPLIANCE WITH CORI**

TO BE COMPLETED BY APPLICANT AND PLACED IN APPLICANTS FILE UPON HIRE

THIS IS TO CERTIFY THAT I HAVE COMPLETED THE CONSENT FOR **BACKGROUND RECORD CHECK** FOR PROSPECTIVE EMPLOYEES AND COMPLIED WITH THE DEPARTMENT OF EARLY EDUCATION & CHILD CARE SERVICES REGULATION 102 CMR 1.5(2)

NAME OF APPLICANT (PLEASE PRINT) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

**BRC INFORMATION \*This Section to be completed by Boys & Girls Club of Chicopee\***

DATE CORI MAILED		DATE CORI RETURNED		APPROVED	REJECTED
DATE DSS MAILED		DATE DSS RETURNED			
PROGRAM DIRECTOR/PROGRAM SUPERVISOR/PROGRAM MANAGER SIGNATURE _____				DATE _____	

**AUTHORIZATION**

" I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS THE SUTHORITY TO ENTER INTO ANY AGGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

DO NOT WRITE ON THIS PAGE  
FOR INTERVIEWER'S USE ONLY

**INTERVIEW**

INTERVIEWED BY	DATE

INTERVIEWED BY	DATE

**HIRE INFORMATION**

START DATE	POSITION
SALARY WAGES	SITE

APPROVE	
	PROGRAM DIRECTOR/OPERATIONS MANAGER SIGNATURE      DATE