

APPLICATION FOR EMPLOYMENT IN GIRL SCOUTING

The Girl Scouts of the Desert Southwest is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin, citizenship, disability or marital status.

Personal Data

Last Name	First Name	Middle Name or Initial	Date of Application
Present Address (number and street)	City	State Zip Code	Area Code & Tel. No.
Permanent Address (if different from above)	City	State Zip Code	Area Code & Tel. No.

Position Desired

Position/Type of Work Desired	Regular Temporary	Full Time Part Time	Date Available	Salary Desired
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Source of referral:

Agency (name) _____ Own initiative _____
 Publication (name) _____ Employee (name) _____
 School/Organization _____ Other _____

Willing to Travel? Yes No	Percentage of Time:	Willing to Relocate Yes No	Geographic Preference	Do you have relatives employed by GSUSA? Yes No
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Were you ever employed by GSUSA? Yes No When? Where?	Have you previously applied to GSDSW? Yes No When? Where?
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Employment History

Present or Last Employer

Name of Employer		Title or Position		
Address	City	State	Zip Code	Area Code & Tel. No. ()
Employment Dates (Mo. & Year) From: To:	Starting Salary \$ Per	Final Salary \$ Per	Other Compensation	
Name and Title of Immediate Supervisor	Reason for Leaving			

Description of Duties:

Previous Employer

Name of Employer		Title or Position		
Address	City	State	Zip Code	Area Code & Tel. No.
Employment Dates (Mo. & Year) From: To:	Starting Salary \$ Per	Final Salary \$ Per	Other Compensation	
Name and Title of Immediate Supervisor	Reason for Leaving			

Description of Duties:

Name of Employer		Title or Position		
Address	City	State	Zip Code	Area Code & Tel. No. ()
Employment Dates (Mo. & Year) From: To:	Starting Salary \$ Per	Final Salary \$ Per	Other Compensation	
Name and Title of Immediate Supervisor	Reason for Leaving			

Description of Duties:

Name of Employer		Title or Position		
Address	City	State	Zip Code	Area Code & Tel. No. ()
Employment Dates (Mo. & Year) From: To:	Starting Salary \$ Per	Final Salary \$ Per	Other Compensation	
Name and Title of Immediate Supervisor	Reason for Leaving			

Description of Duties:

Education

	High School or General Equivalency Diploma (GED)	Undergraduate College/University	Graduate/ Professional	Business/ Technical School
School Name & Location				
Circle Last Year Completed		1 2 3 4	1 2 3 4	
Diploma/Degree/Credits				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
Describe any honors you have received.				
State any additional information you feel may be helpful to us in considering your application				

Skills

Please check: Microsoft Applications: Word Excel Access Publisher Outlook
 Website Design Data Entry Adobe Acrobat Photoshop Calculator Copier

Other: _____

Training				
Sponsoring Organization and Location	Name of Course, Seminar, etc.	CEU's	Number of Hours	Dates

Volunteer Activities

(You need not list organizations whose name or nature indicates your race, sex, national origin, age, or religion.)

Organization	Position/Office Held	Describe Responsibilities and Services	Number of Years

Statement

Explain briefly why you are interested in working for our organizations

References

Please indicate whether schooling or employment was under another name: _____

Applicants without recent employed experience may list persons other than relatives who know of your qualifications and/or background experience.

Name	Profession	Area code & Tel. No.	Business or Home Address
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I hereby authorize you to check all my educational references and the personal and employment references as indicated below; I further authorize these references to release to you all information that they have about me (check all that apply):

Present employer _____ Present employer after accepting position _____
 Previous employers _____ Additional references listed _____

Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with or without reasonable accommodations?

Yes _____ No _____ Please describe.

Have you ever been convicted of a crime (other than traffic violations)? Yes _____ No _____

If yes, please state offense, date and location (a conviction record will not necessarily be cause for disqualification)

I understand that this employment application and any other Girl Scout documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by GSDSW at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I certify that my answers to the receding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for completion of a probationary period.

Signature _____ Date _____