



# Application for Employment

Check one:

- New Applicant       Transfer Applicant
- Reemployment Applicant

- This council is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin or ancestry, citizenship, disability, marital status, or veteran status.
- Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. (Application must be completed in full even if attaching resume.)
- This application form will be considered current for 90 days only. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new application form.

## Personal Data

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_

Present Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Position Desired

Position: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Availability:  Regular  Temporary      Hours:  Full Time  Part Time

### Source of Referral:

Agency (name): \_\_\_\_\_  Own Initiative

Publication: \_\_\_\_\_  Employee: \_\_\_\_\_

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 or a Girl Scout Council?  Yes  No

Were you ever employed by GSUSA or a Girl Scout Council?  Yes  No

When: \_\_\_\_\_ Where: \_\_\_\_\_

Have you previously applied to GSUSA or a Girl Scout Council?  Yes  No

When: \_\_\_\_\_ Where: \_\_\_\_\_

## Employment History

### Present or Most Recent Employer

Name of Employer: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment Dates (Month and Year): *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Description of Duties:

### Previous Employer

Name of Employer: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment Dates (Month and Year): *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Description of Duties:

### Previous Employer

Name of Employer: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment Dates (Month and Year): *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Description of Duties:

Previous Employer

Name of Employer: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment Dates (Month and Year): *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Other Compensation: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Description of Duties:

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**Education**

High School or General Equivalency Diploma (GED)

School Name and Location: \_\_\_\_\_

Last Year Completed: \_\_\_\_\_ Diploma/Degree/Credits: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

Undergraduate College/University

School Name and Location: \_\_\_\_\_

Last Year Completed: \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 Diploma/Degree/Credits: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

Graduate/Professional

School Name and Location: \_\_\_\_\_

Last Year Completed: \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 Diploma/Degree/Credits: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

Business/Technical

School Name and Location: \_\_\_\_\_

Last Year Completed: \_\_\_\_\_ Diploma/Degree/Credits: \_\_\_\_\_

Describe Course of Study: \_\_\_\_\_

Describe any specialized training, apprenticeship, skills, and extracurricular activities:



## Volunteer Activities

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

Organization	Position/Offices Held	Describe responsibilities and services	Number of Years

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## Statement

Explain briefly why you are interested in working for our organization:

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## References

Please indicate whether schooling or employment was under another name: \_\_\_\_\_

*Applicants without recent experience list persons, other than relatives, who know of your qualifications and/or background experience:*

Name	Profession	Phone	Address

*I hereby authorize you to check all of my educational references and personal employment references as indicated below; I further authorize these references to release to you all information as they may have about me (check all that apply):*

Present employer                       Present employer after accepting position  
 Previous employer                       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 accommodation?

Yes       No      Please describe: \_\_\_\_\_

Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment)

Yes       No

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):

Are you available to work:  Full-time  Days       Nights       Weekends

If you cannot work full-time, please explain: \_\_\_\_\_

Any limitations on overtime?  Yes       No

If you cannot work overtime, please explain: \_\_\_\_\_

*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 the council 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 also understand that I am submitting this application to become an employee of Girl Scouts of Historic Georgia Council and not GSUSA.*

*I certify that my answers to the preceding 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 will be cause for rejection of this application or dismissal after employment and that employment is subject to verification of references.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_