



Application for Employment

Girl Scouts of Connecticut

Check One:
 New Applicant
 Reemployment Applicant

- This council is an equal opportunity employer. Girl Scouts of Connecticut does not discriminate in its programs or hiring on the basis of race, color, religion, age, sex, sexual orientation, marital or civil union status, national origin or ancestry, political affiliation, socio-economic factors, genetic information, learning disability, physical or mental disability, military status, or any other protected class 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

Last Name	First Name	Middle Name or Initial	Date of Application		
Present Address (Number and Street)		City	State	Zip Code	Area Code/Telephone No.
Permanent Address (if different from above)		City	State	Zip Code	Cell/Mobile Telephone No.

Position Desired

Position		Regular Temporary	Full Time Part Time	Date Available	Salary Desired
Source of referral:	Agency (name) Publication (name) School/Organization	Own Initiative Employee (name) Other			
Are you available to work: Full time <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> ?					
Any limitations on overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>					
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?					
Are you willing to travel?		Percentage of time:	Are you willing to relocate?		Geographic Preference
Yes	No		Yes	No	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?			Have you previously applied to GSUSA or a Girl Scout Council?		
Yes	No	When?	Where?	Yes	No
				When?	Where?

Employment History

Present or Last Employer					
Name of Employer				Title or Position	
Address		City	State	Zip Code	Area Code/Telephone No.
Employment Dates (Month and Year)		Starting Salary		Final Salary	
From:	To:	\$	Per	\$	Per
Name and Title of Immediate Supervisor			Permission to call current supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>		Reason for Leaving
Description of Duties					
Previous Employer					
Name of Employer				Title or Position	
Address		City	State	Zip Code	Area Code/Telephone No.
Employment Dates (Month and Year)		Starting Salary		Final Salary	
From:	To:	\$	Per	\$	Per
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/Telephone No.				
Employment Dates (Month and Year)		Starting Salary		Other Compensation
From:	To:	\$	Per	\$
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties				

Education										
School Name and Location	High School or General Equivalency Diploma (GED)	Undergraduate College/University				Graduate/Professional				Business/Technical
		1	2	3	4	1	2	3	4	
Circle Last Year Completed										
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.										

Other Special Knowledge, Skills, or Qualifications									
Typing Yes <input type="checkbox"/> No <input type="checkbox"/> WPM _____ Personal Computer Yes <input type="checkbox"/> No <input type="checkbox"/>									
Are you familiar with business software:									
Office Suite Yes <input type="checkbox"/> No <input type="checkbox"/>			Raiser's Edge Yes <input type="checkbox"/> No <input type="checkbox"/>			Database Yes <input type="checkbox"/> No <input type="checkbox"/>			
Adobe Suite Yes <input type="checkbox"/> No <input type="checkbox"/>			Presentations Yes <input type="checkbox"/> No <input type="checkbox"/>			Desktop Publishing Yes <input type="checkbox"/> No <input type="checkbox"/>			
Rate Your Computer Skills	Good	Fair	Learning	Other					

Training				
Sponsoring Organization and Location	Name of Course, Seminar, etc.	CEUs	Number of Hours	Dates

Volunteer Activities

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

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

Statement

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

References

Please indicate whether schooling or employment was under another name.

--

If you are without recent employment experience, list persons, other than relatives, who know of your qualifications and/or background experience.

		B () H ()	
		B () H ()	
		B () H ()	
		B () H ()	

I hereby authorize you to check all my educational references and the personal 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	Additional References Listed
Previous Employers	

Certification

I authorize Girl Scouts of Connecticut to check my references and verify all information provided on the completed application for employment, the applicant's resume, or on other forms used in the hiring process. Information to be verified includes, but is not limited to, Social Security number and previous addresses. Girl Scouts of Connecticut will also conduct a background check to include criminal record history and pre-employment drug screening.

I understand that this information will be used, in part, to determine my eligibility for employment with Girl Scouts of Connecticut. Factors such as recency, rehabilitation, and relatedness to fitness to perform the job in question will be considered. I also understand that as long as I remain an employee with Girl Scouts of Connecticut, the background search may be repeated at any time. In addition, I understand that a failed drug screen will be a bar to employment.

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 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 Connecticut council and not **Girl Scouts of USA**.

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 on this application will be cause for rejection of this application or dismissal after employment, and that employment is subject to verification of references, background check, pre-employment drug screening results, and satisfactory completion of the Introductory Period.

Signature _____

Date _____