



# Application for Employment

4300E. Broadway Blvd.  
Tucson, AZ 85711  
520.327.2288 | 800.331.6782  
GirlScoutsSoAz.org

Check one:  
 New Applicant  
 Re-employment Applicant  
 Transfer Applicant

Girl Scouts of Southern Arizona, Inc., is an Equal Employment Opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, age, socio-economic status, citizenship, marital status, or sexual preference/orientation.

PERSONAL DATA				
Name	Previous Name	Social Security Number		Date
Present Address	City	State	Zip	Area Code & Telephone Number
Permanent Address (if different from above)	City	State	Zip	Email Address

POSITION DESIRED/AVAILABILITY				
Position/Type of work desired	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Date Available	Salary Desired
Source of Referral				
<input type="checkbox"/> Agency _____	<input type="checkbox"/> School/Organization _____	<input type="checkbox"/> Employee _____		
<input type="checkbox"/> Publication _____	<input type="checkbox"/> Own Initiative _____	<input type="checkbox"/> Other _____		
Willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Percentage of time:	Are you eligible to be employed in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have relatives employed by GSUSA, another council or this council? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you ever employed by GSUSA, another council or this council? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously applied to GSUSA, another council or this council? When? <input type="checkbox"/> Yes <input type="checkbox"/> No Where?			

EMPLOYMENT HISTORY				
<b>Present or Last Employer</b>	Name of Employer		Title or Position	
Address	City	State	Zip	Area Code & Telephone Number
Employment Dates (month and year) From: To:	Starting Salary \$ per	Final Salary \$ per	Other Compensation	
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties:				

<b>Previous Employer</b>	Name of Employer		Title or Position	
Address	City	State	Zip	Area Code & Telephone Number
Employment Dates (month and year) From: To:	Starting Salary \$ per	Final Salary \$ per	Other Compensation	
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties:				

<b>Previous Employer</b>	Name of Employer			Title or Position		
Address		City	State	Zip	Area Code & Telephone Number	
Employment Dates (month and year) From:                      To:		Starting Salary \$                      per	Final Salary \$                      per	Other Compensation		
Name and Title of Immediate Supervisor			Reason for Leaving			

Description of Duties:

<b>Previous Employer</b>	Name of Employer			Title or Position		
Address		City	State	Zip	Area Code & Telephone Number	
Employment Dates (month and 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 and Location				
Circle last year completed		1    2    3    4	1    2    3    4	
Diploma/ Degree/ Credits				

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

<input type="checkbox"/> Keyboard wpm:	<input type="checkbox"/> Shorthand/Speed writing wpm:	<input type="checkbox"/> Ten-key calculator	<input type="checkbox"/> Copying Equipment
<input type="checkbox"/> Personal Computer Hardware:		<input type="checkbox"/> Word Processing Software:	
<input type="checkbox"/> Spreadsheet Software:		<input type="checkbox"/> Database Software:	
<input type="checkbox"/> Other:			
<input type="checkbox"/> Bilingual (indicate languages)			
<input type="checkbox"/> Electrical Maintenance	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Pump Operation	
<input type="checkbox"/> Plumbing Maintenance	<input type="checkbox"/> General Maintenance	<input type="checkbox"/> 4x4 Truck operation	
<input type="checkbox"/> Appliance Repair	<input type="checkbox"/> Gravity Flow Water Systems	<input type="checkbox"/> Wildlife Management	

## TRAINING

Sponsoring Organization and Location	Name of Course, Seminar, etc.	C.E.U.'s	No. of Honors	Dates

## VOLUNTEER ACTIVITIES (you need not list organizations whose name or nature indicates your race, sex, national origin, age or religion)

Organization & Location	Position/Offices Held	Position/Offices Held	No. 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:

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

Name	Profession	Area Code & Telephone Number	Business or Home Address
		B(     ) H(     )	
		B(     ) H(     )	
		B(     ) H(     )	

I hereby authorize Girl Scouts of Southern Arizona, Inc. to check all my educational references and the personal and employment references as indicated; 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     References

Are you able to perform the essential functions of the position, for which you are applying, with or without reasonable accommodation?     Yes     No

Do you have dependable transportation? If yes, what kind? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid Arizona driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's License No.:	State:
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Has your driver's license been suspended within the past 6 months?     Yes     No    If yes, please explain:

Have you ever been convicted of a crime?     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 and may be terminated by Girl Scouts of Southern Arizona, Inc. 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 authorize investigation of all information contained herein and specifically authorize the employers and references to give you any and all information concerning me and, by doing so, release all persons from any liability for providing this information to Girl Scouts of Southern Arizona, Inc., and the use of such information by Girl Scouts of Southern Arizona, Inc., in connection with this application for employment.

**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 and satisfactory completion of an introductory period.**

Signature	Date
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