

# Application for Employment

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.

Check one:  New Applicant  Re-employment Applicant

Personal Data			
name		previous name	date
phone ( ) -	cell phone ( ) -	social security number	
address		city	st zip
permanent address, if different from above		city	st zip
e-mail address			
Position Desired / Availability			
position/type of work desired		<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
date available	salary desired	Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	percentage of time traveling
Source of referral:	<input type="checkbox"/> Agency _____ <input type="checkbox"/> Publication _____	<input type="checkbox"/> School/organization _____ <input type="checkbox"/> Own initiative _____	<input type="checkbox"/> Employee _____ <input type="checkbox"/> Other _____
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	
Have you ever been employed by GSUSA, another council or this council? <input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____			
Do you have relatives employed by GSUSA, another council or this council? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____			

continued

## Employment History

Did you serve in an Americorps, Peace Corps, or another national service program?  Yes  No

### Present or Last Employer

name of business		your title or position		
address		city	st	zip
dates: from	to	starting salary	per	ending salary
				per
		other compensation		
name and title of immediate supervisor		reason for leaving		
description of duties				

### Previous Employer

name of business		your title or position		
address		city	st	zip
dates: from	to	starting salary	per	ending salary
				per
		other compensation		
name and title of immediate supervisor		reason for leaving		
description of duties				

### Previous Employer

name of business		your title or position		
address		city	st	zip
dates: from	to	starting salary	per	ending salary
				per
		other compensation		
name and title of immediate supervisor		reason for leaving		
description of duties				

### Previous Employer

name of business		your title or position		
address		city	st	zip
dates: from	to	starting salary	per	ending salary
				per
		other compensation		
name and title of immediate supervisor		reason for leaving		
description of duties				

## Education

	High School or GED	Undergrad college/university	Graduate/Professional	Business / Tech School
School name				
School location				
Last year completed <i>circle one</i>		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 <i>wpm</i> :	<input type="checkbox"/> Shorthand/Speed writing <i>wpm</i> :	
<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 <i>languages</i> :		

## Training

Sponsoring Organization and Location	Name of course, seminar, etc	CEUs	# Honors	Dates

## Volunteer Activities You need not list organizations whose name or nature indicates your race, sex, gender, national origin, age or religion.

Organization and location	Position / offices held	Position / offices held	No. of years

## Statement

Explain why you are interested in working for Girl Scouts of Southern Arizona

## References

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

Please indicate whether schooling or employment was under another name:

name		profession
business phone, with area code	home phone, with area code	business or home address
name		profession
business phone, with area code	home phone, with area code	business or home address
name		profession
business phone, with area code	home phone, with area code	business or home address

## Authorization

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

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?  Yes  No

Do you have a valid Arizona driver's license?  Yes  No  
State: \_\_\_\_\_ License no: \_\_\_\_\_

Has your driver's license been suspended within the past 6 months?

Yes  No *If yes, 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 statement 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 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.

**Note:** For your convenience, this form will accept digital signatures so you can return it by e-mail. If you need a digital signature ID to sign this form with, please click here [girlscoutsoaz.org/signatures](http://girlscoutsoaz.org/signatures) for our step-by-step guide to creating your own.

signature

date