



<b>**OFFICE USE ONLY**</b>	
<input type="checkbox"/> New Applicant	
<input type="checkbox"/> Transfer Applicant	
<input type="checkbox"/> 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, citizenship, disability or marital status or any other protected class.

<b>Personal Data</b>				
Last Name	First Name	Middle Name or Initial		Date of Application
Present Address (Number and Street)		City	State Zip Code	Area Code & Telephone #
Permanent Address (If different from above)		City	State Zip Code	Area Code & Telephone #
E-mail address				

<b>Position Desired</b>				
Position/Type of Work Desired	<input type="checkbox"/> Regular <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time	Date Available	Salary Desired	

Source of referral:  
 Agency (name) \_\_\_\_\_ Own Initiative \_\_\_\_\_  
 Publication (name) \_\_\_\_\_ Employee (name) \_\_\_\_\_  
 School/Organization \_\_\_\_\_ Other \_\_\_\_\_

Willing to Travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Percentage of Time:	Willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Geographic Preference	Do you have relatives employed by GSUSA or a Girl Scout Council? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you ever employed by GSUSA or a Girl Scout Council: <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____		Have you previously applied to GSUSA or a Girl Scout Council? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____		

If hired are you able to show proof that you are legally eligible to work in the United States?  Yes  No  
 If it is a condition of employment will you be willing to submit to a credit and/or criminal background check?  Yes  No

<b>Employment History</b>				
Present or Last Employer				
Name of Employer		Title or Position		
Address	City	State Zip Code	Area Code & Tel. #	
Employment Dates (Mo. And Year)	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. #
Employment Dates (Mo. And Year)	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. #
Employment Dates (Mo. And Year)	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. #
Employment Dates (Mo. And Year)	Starting Salary \$            per	Final Salary \$            per	Other Compensation
Name and Title of Immediate Supervisor		Reason for Leaving	
Description of Duties			

<b>Education</b>				
	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 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				
<b>Skills</b>				
Please Check: <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Outlook <input type="checkbox"/> Microsoft Word				
<input type="checkbox"/> Data Processing/Management <input type="checkbox"/> Internet <input type="checkbox"/> Graphic Design				
<input type="checkbox"/> Web Design <input type="checkbox"/> Personify				
<b>Training</b>				
Sponsoring Organization and Location	Name of Course, Seminar, etc.	C.E.U.'s	No. of Hours	Dates
<b>Volunteer Activities</b>				
(You need not list organizations whose name or nature indicates your race, sex, national origin, age, religion or any other protected class.)				
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:

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

Name	Profession	Area Code & Tel. No.	Business or Home Address
			B ( ) H ( )
			B ( ) H ( )
			B ( ) H ( )

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  
 Previous Employers

- Present Employer After Accepting Position  
 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:

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 hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Girl Scouts of Sierra Nevada (GSSN) that such employment with GSSN is "at will", for no specified duration and may be terminated by either GSSN or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of GSSN or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of GSSN, except the CEO, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the CEO of GSSN.

I hereby authorize GSSN to perform a background investigation of my work and personal history, and verify that all data given on this application and during interviews is true and correct to the best of my knowledge. I hereby release GSSN and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

Furthermore, I have answered truthfully in response to the questions on this form and in my interview regarding my criminal conviction history, and I understand that I will not be placed on assignment at GSSN, or that if placed I will be removed from assignment, in the event I have made any false statement regarding my criminal conviction history or any other matter. I understand this application will be active for the position I applied for, if I wish to be considered for employment for an open position I must submit a new application.

In consideration for employment with GSSN, if employed, I agree to conform to the rules, regulations, policies and procedures of GSSN at all times and understand that it is a condition of employment. I understand that due to the nature of GSSN business, attendance and punctuality are considered essential requirements of every job at GSSN and that poor attendance or tardiness will result in disciplinary action.

Signature \_\_\_\_\_

Date \_\_\_\_\_