



# Application for Employment with Girl Scouts of the Northwestern Great Lakes, Inc.

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

Last Name	First Name	Middle Name or Initial	Date of Application
Present Address (Number and Street)	City	State	Zip Code
Permanent Address (if different from above)	City	State	Zip Code
			Area Code/Telephone No.
			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	
Willing to travel?	Percentage of time:	Willing to relocate?	Geographic Preference	Do you have relatives employed by GSUSA or a Girl Scout Council?
Yes      No		Yes      No		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	Other Compensation	
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	Final Salary	Other Compensation	
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) From: _____ To: _____		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/Telephone No.
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													
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	1	2	3	4	
Check 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  No  WPM \_\_\_\_\_ 10-Key Calculator Yes  No  Personal Computer Yes  No

Are you familiar with business software: Yes  No

Rate Your Computer Skills:

Word  Average  Above Average  Advanced

Excel  Average  Above Average  Advanced

Outlook  Average  Above Average  Advanced

Power Point  Average  Above Average  Advanced

Database  Average  Above Average  Advanced

Desktop Publishing  Average  Above Average  Advanced

Other

\_\_\_\_\_  Average  Above Average  Advanced

## Training

Sponsoring Organization and Location	Name of Course, Seminar, etc.	CEU's	Number of Hours	Dates

## 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

## 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 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 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 \_\_\_\_\_ Present employer after accepting position \_\_\_\_\_

Previous employers \_\_\_\_\_ 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? Yes \_\_\_\_\_ No \_\_\_\_\_ (Proof of identity and eligibility will be required upon employment.)

Are you available to work: Full-time  Days  Nights   
Weekends ? If you cannot work full-time, please explain. Yes \_\_\_\_\_ No \_\_\_\_\_

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 the Northwestern Great Lakes, Inc. 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 on this application will be cause for rejection of this application or dismissal after employment and that employment is subject to verification of references.

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Signature