



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				

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(Add additional sheets if necessary)

## Education

	High School or General Equivalency Diploma (GED)	Undergraduate College/University	Graduate/ Professional	Business/ Technical
School Name and Location				
Highest Level 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				

Please indicate whether schooling or employment was under another name: \_\_\_\_\_

## 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:

Word Yes  No   
E-mail Yes  No

Spreadsheets Yes  No   
Presentations Yes  No

Database Yes  No   
Desktop Publishing Yes  No

Rate Your Computer Skills  Good  Fair  Learning

Other \_\_\_\_\_

## 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:

## References

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.)

Have you ever been convicted of a crime (other than minor traffic violations)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state offense, date, location, and provide a brief explanation. (A conviction record will not necessarily be cause for disqualification. Girl Scout Council complies with all applicable federal, state and local laws.)

Have you ever been terminated or asked to resign from a previous job? Yes  No . If yes, please explain.

Are you available to work: Full-time  Days  Nights  Weekends ? If you cannot work full-time, please explain.

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 Alaska** 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_