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**Previous Employer**

|  |                           |                        |                    |                             |
|--|---------------------------|------------------------|--------------------|-----------------------------|
| Name of Employer                               |                           | Title or Position      |                    |                             |
| Address  | City                      | State                  | Zip                | Area Code & Tel. No.<br>( ) |
| Employment Dates (Month and Year)<br>From: To: | Starting Salary<br>\$ per | Final Salary<br>\$ per | Other Compensation |                             |
| Name and Title of Immediate Supervisor         |                           | Reason for Leaving     |                    |                             |
| Description of Duties:                         |                           |                        |                    |                             |
|  |                           |                        |                    |                             |
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**Previous Employer**

|  |                           |                        |                    |                             |
|--|---------------------------|------------------------|--------------------|-----------------------------|
| Name of Employer                               |                           | Title or Position      |                    |                             |
| Address  | City                      | State                  | Zip                | Area Code & Tel. No.<br>( ) |
| Employment Dates (Month and Year)<br>From: To: | Starting Salary<br>\$ per | Final Salary<br>\$ per | Other Compensation |                             |
| Name and Title of Immediate Supervisor         |                           | Reason for Leaving     |                    |                             |
| Description of Duties:                         |                           |                        |                    |                             |
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**EDUCATION**

| School Name and Location   | High School or General Equivalency Diploma (GED) | Undergraduate College/University |   |   |   | Graduate/ Professional |   |   |   | Business/ Technical School |
|--|--|----------------------------------|---|---|---|------------------------|---|---|---|----------------------------|
|  |  | 1                                | 2 | 3 | 4 | 1                      | 2 | 3 | 4 |                            |
| Circle 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 |  |                                  |   |   |   |                        |   |   |   |                            |

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## SKILLS

Please check:

- Keyboard wpm \_\_\_\_\_       Shorthand/Speed writing wpm \_\_\_\_\_       Switchboard  
 Ten-key calculator       Copying Equipment       Dictation equipment  
 Personal computer (hardware) \_\_\_\_\_       Spreadsheet (software) \_\_\_\_\_  
 Word Processing (software) \_\_\_\_\_       Data base (software) \_\_\_\_\_  
 Other \_\_\_\_\_

Bilingual  Yes    No   If yes, indicate other language(s) \_\_\_\_\_

- Electrical Maintenance       Carpentry       Pump Operation  
 Plumbing Maintenance       General Maintenance       4x4 Truck Operation  
 Appliance Repair       Gravity Flow Water Systems       Wildlife Management
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## TRAINING

| Sponsoring Organization and Location | Name of Course, Seminar, etc. | C.E.U.'s | No. of Honors | Dates |
|--------------------------------------|-------------------------------|----------|---------------|-------|
|                                      |                               |          |               |       |
|                                      |                               |          |               |       |
|                                      |                               |          |               |       |
|                                      |                               |          |               |       |
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## VOLUNTEER ACTIVITIES

(You need not list organizations whose name or nature indicates your race, sex, national origin, age, or religion.)

| Organization and Location | Position/Offices Held | Describe Responsibilities and Services | No. of Years |
|---------------------------|-----------------------|--|--------------|
|                           |                       |  |              |
|                           |                       |  |              |
|                           |                       |  |              |
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## 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:

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Applicants 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 ( )<br>H ( )       |                          |
|      |            | B ( )<br>H ( )       |                          |
|      |            | B ( )<br>H ( )       |                          |

I hereby authorize Sahuaro Girl Scout Council, 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

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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 If yes, what kind? \_\_\_\_\_

Do you have a valid Arizona driver's license?  Yes     No

Drivers License No.: \_\_\_\_\_ State \_\_\_\_\_

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 Sahuaro Girl Scout Council, 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 Sahuaro Girl Scout Council, Inc., and the use of such information by Sahuaro Girl Scout Council, 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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