



Please Check One:
 New Applicant
 Transfer Applicant
 Reemployment Applicant

EMPLOYMENT APPLICATION

- Girl Scouts Heart of the Hudson (GSHH), Inc. is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, gender, age, national origin or ancestry, citizenship, genetic information, disability, marital status, veteran status, or any other protected characteristic.
- 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.

APPLICANT INFORMATION

Last Name	First Name	Middle Name	Social Security Number		Date of Application
Present Address (Number and Street)		City	State	Zip Code	Area Code/Telephone No.
Permanent Address (if different from above)		City	State	Zip Code	Cell Telephone No.
			Email		

Position Applied For:

Position	Regular Temporary	Full Time Part Time	Date Available
Willing to travel? Yes/ No	Do you have relatives employed by GSUSA or Girl Scouts Heart of the Hudson? Yes No		
Were you ever employed by GSUSA or a Girl Scout Council? Yes No If Yes, When? Where?	Have you previously applied to GSUSA or Girl Scouts Heart of the Hudson? Yes No If Yes When? Where?		

EMPLOYMENT HISTORY

Please list all current and prior employers in last 15 years
 Present or Last Employer

Name of Employer		Title or Position		
Address	City	State	Zip Code	Area Code/Telephone No.
Employment Dates (Month and Year) From:		To:		
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties				

(Add additional sheets if necessary)

Previous Employer

Name of Employer			Title or Position	
Address	City	State	Zip Code	Area Code/Telephone No.
Employment Dates (Month and Year) From:		To:		
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties				

(Add additional sheets if necessary)

Previous Employer

Name of Employer			Title or Position	
Address	City	State	Zip Code	Area Code/Telephone No.
Employment Dates (Month and Year) From:		To:		
Name and Title of Immediate Supervisor		Reason for Leaving		
Description of Duties				

(Add additional sheets if necessary)

EDUCATION

	High School or General Equivalency Diploma CED	Undergraduate College/University	Graduate/Professional	Business/Technical
School Name and Location				
Year Completed				
Diploma/Degree/Credits				
Describe any specialized training, apprenticeship, skills and extracurricular activities				

SPECIAL KNOWLEDGE, SKILLS OR QUALIFICATIONS

Are you familiar with :

Microsoft Office Suite? YES NO If 'Yes' what level Beginner Intermediate Advanced	Salesforce/other Customer Relationship Management? YES NO If 'Yes' what level: Beginner Intermediate Advanced	Looker/other Business Intelligence tool? YES NO If 'Yes' what level Beginner Intermediate Advanced
Other special knowledge, skills and qualifications?		

(Attach Certificates if necessary)

Certificates Held

Sponsoring Organizations & Location	Name of Course, Seminar, etc.	Number of Hours	Dates

(Attach additional sheets and Certificates if necessary)

Volunteer Activities

(You do not need to list Organizations whose name or nature indicates your race, gender, nationality, age or religion)

Organization	Position/Offices Held	Describe Responsibilities and Services	Number of Years

(Attach additional sheets if necessary)

PERSONAL STATEMENT

Explain why you are interested in working for the Girl Scouts Heart of the Hudson (GSHH)

REFERENCES

List persons, other than relatives, who know of your qualifications and/or background experience or attach reference list.

Name	Profession	Area Code/Telephone No.	Business or Home Address

I hereby authorize GSHH to check all my educational references and the personal employment references as indicated below. I further authorize these references to release to GSHH all information that they have about me (check all that apply):

Present Employer Yes No	Present employer after accepting position Yes No
Previous employers Yes No	Additional references listed Yes No

Are you available to work: If you cannot work Full Time, please explain. Any limitations on Overtime? If you cannot work Overtime, please explain.	Full Time	Days	Nights	Weekends	Yes No Yes No
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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
 If "Yes" please describe:

Are you legally eligible to be employed in the United States?
 (Proof of Identity and eligibility will be required upon employment) Yes No

DISCLAIMER & SIGNATURE

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 Heart of the Hudson, 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.

Applicants Signature: _____ **Date:** _____