



Girl Scouts of Central and Western Massachusetts

EMPLOYMENT APPLICATION

Notice to All Applicants: GSCWM is an equal opportunity and affirmative action employer. Also, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Instructions: When listing employment and community activities, you may exclude organization names which indicate race, creed, color, national origin, religion, sex, sexual orientation, marital status, results of genetic testing, , age, disability, military status, status as a veteran Vietnam Era Veteran or being a member of the Reserves or National Guard. Applications must be completed **IN FULL** for further employment consideration. Applications are confidential and kept on file for two years. Please **PRINT**.

JOB APPLYING FOR _____ **FT** **PT** Date _____

CONTACT INFORMATION	Name _____ <i>First Middle Last</i>
<input type="checkbox"/> Phone # () _____	Address _____ <i>Number Street Apt #</i>
<input type="checkbox"/> Cell # () _____	<i>City State Zip Code</i>
	E-Mail Address _____

CERTIFICATION SKILLS EDUCATION	<input type="checkbox"/> First Aid: Expires on _____ <input type="checkbox"/> Current CPR: Expires on _____ Other Certification(s): _____ Special Skills: _____
Computer Skills	Proficient in: <input type="checkbox"/> MicroSoft Office Applications <input type="checkbox"/> SalesForce/Other CRM <input type="checkbox"/> Data Entry <input type="checkbox"/> Other _____ _____
<input type="checkbox"/> GED Earned OR <input type="checkbox"/> HS Diploma Earned	High School _____ City & State _____
<input type="checkbox"/> Some College OR <input type="checkbox"/> Associate Degree Earned	Major _____ College _____ City & State _____
<input type="checkbox"/> Bachelor Degree Earned	Major _____ College _____ City & State _____

<input type="checkbox"/> Graduate Studies OR <input type="checkbox"/> Master Degree Earned	Major _____ College _____ _____ City & State _____ _____
<input type="checkbox"/> Doctoral Degree Earned	Major _____ College _____ _____ City & State _____ _____

VOLUNTEER & COMMUNITY ACTIVITIES	
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EMPLOYMENT EXPERIENCE <i>In addition, please attach a current resume and note if an employment experience was as a volunteer or intern.</i>

Current/Most Recent Job Title:	Employer:
Dates: From to	City & State:
	Reason for Leaving:

List Primary Duties:

Job Title:	Employer:
Dates: From to	City & State:
	Reason for Leaving:

List Primary Duties:

Job Title:	Employer:
Dates: From to	City & State:
	Reason for Leaving:

List Primary Duties:

EMPLOYMENT REFERENCES	<i>Previous employers preferred. No relatives please.</i> <i>May we contact your current employer?</i> <input type="checkbox"/> NOW <input type="checkbox"/> AFTER Job Offer Accepted
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Name:	Phone # ()
Title:	E-Mail Address:
Relationship:	Address:

Name:	Phone # ()
Title:	E-Mail Address:
Relationship:	Address:

Name:	Phone # ()
Title:	E-Mail Address:
Relationship:	Address:

CORI NOTICE Criminal Offense Record Information	<p>A CORI check is required for all employees. Therefore, you must complete a CORI Request form. (Out-of-State residents must provide their own CORI.) GSCWM conducts CORI checks in compliance with MA regulations. The existence of a record does not automatically bar you from employment. You may request a copy of your record, if any.</p> <p>Have you ever been convicted of any crime including sex related or child abuse related offenses? Yes No</p>
EMPLOYMENT AT WILL AGREEMENT	<p>It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by GSCWM. I understand and agree, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of GSCWM.</p>
APPLICANT CERTIFICATION	<p>My signature below certifies that I understand the above notices and agree to comply. Additionally, I certify that this application is true and correct to the best of my knowledge and understand that falsification, misstatements, or omissions on my part would be grounds for declining to hire, or for dismissal.</p> <p>Applicant's Signature: _____ Date: _____</p>

REFERRAL SOURCE	<input type="checkbox"/> Newspaper Ad _____ <input type="checkbox"/> Online Posting _____ <input type="checkbox"/> GSCWM Employee _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> College Career Service _____ <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Walk-In _____
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REFERENCE RELEASE	<p>I hereby authorize any person, educational institution, organization or company I have listed as a reference on my employment application as well as former employers to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Girl Scouts of Central & Western MA, any former employers, educational institutions, organizations and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.</p> <p>Printed Name: _____ Applicant Signature: _____ Date: _____</p>
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Girl Scouts of Central & Western Massachusetts

NOTICE OF EQUAL OPPORTUNITY ENVIRONMENT & VOLUNTARY DISCLOSURE

It is our policy to practice equal employment opportunity in accordance with regulations and our values. GSCWM does not discriminate against any person because of his/her race, color, national origin, creed, ethnicity, ancestry; religion; age; gender; sexual orientation (which shall not include persons whose sexual orientation involves minor children as a sex object); disability; genetic information; veteran or military service status; or marital status in the provision of, or access to services, employment or activities. GSCWM is committed to providing equal access to persons with a disability. GSCWM does not discriminate in relation to pregnancy or a condition related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child and reasonable accommodations for conditions related to pregnancy. These practices are done in accordance with applicable federal and state law including, but not limited to: Section 504 of the Rehabilitation Act (as amended); the Americans With Disabilities Act (as amended); the Civil Rights Act of 1964 (as amended); Article 114 of the Massachusetts Constitution; Chapters 151 B and 272, Sections 92, 98 and 98A of the Massachusetts General Laws and Executive Orders 227, 246 and 253; the Massachusetts Pregnant Workers Fairness Act.

Accordingly, GSCWM does not tolerate illegal discrimination or harassment in our workplace by any employee, volunteer, vendor, contractor, consultant, customer or visitor. In addition, GSCWM is prepared to use reasonable and fair employment practices, which include taking affirmative action in employment practices with regard to persons from under-represented groups and extending reasonable accommodations and access to employment, services and sites to people with disabilities in accordance with the law.

For information, assistance and resolution of complaints, please contact our Equal Opportunity Director:

Suzanne Smiley, Chief Operating Officer
301 Kelly Way
Holyoke, MA 01040-9685
413-584-2602 x7120

Please notify the Equal Opportunity Director if you require a reasonable accommodation to access the hiring process.