Girl Scouts of Eastern South Carolina Resident Camp Staff Application

Girls Scouts of Eastern South Carolina is interested in hiring the finest summer resident camp staff to be teachers and role models to girls ages 6-17. If you are interested in becoming a member of our dedicated staff, please complete this application.

In accordance with law, Girl Scouts of Eastern South Carolina ("GSESC") is an equal opportunity employer charged with hiring without discrimination on the basis of race, color, religion, national origin, sex/gender, age or disability. GSESC is also covered by the Americans With Disabilities Act and will provide reasonable accommodation for applicants upon being notified of a disability under the Act. You are invited to apply to Human Resources for such consideration. Any questions, concerns, or complaints during the application process involving discrimination of any manner should immediately be brought to the attention of Human Resources at 7951 Dorchester Road, North Charleston, SC 29418, (843) 552-9910.

PLEASE FILL OUT NEATLY AND COMPLETELY.						
Check One APPLICATION DATE						
	New Applicant Reemployment Applicant					
☐ Transfer Applicant	Fransfer Applicant			This application will remain active for 6 weeks.		
PERSONAL INFORMATION						
NAME: LAST FIRST	MID	DLE		SOCIAL SE	ECURITY NUM	1BER
PRESENT ADDRESS	CITY			STATE	ZIP CODE	Since (mo/yr)
DEDMANIENT ADDRESS	CITY			CT A TE	ZID CODE	G : (
PERMANENT ADDRESS	CITY			STATE	ZIP CODE	Since (mo/yr)
MOST RECENT PRIOR ADDRESS	CITY			STATE	ZIP CODE	Since (mo/yr)
WOST RESERVE TRIOR TESTINESS				SIIIL	Zir cobb	Since (mo/J1)
PHONE NO.: Home:			L ADDRESS:			
Work:		How did	l you hear abo	ut job opporti	unities with GS	ESC?
Other:						
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INITIAL EMPLOYMENT INFORMATION	Ī					
		CAN ST	ART WORK	SA	LARY DESIRE	D
APPLYING/TYPE OF WORK DESIRED						
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☐ REGULAR ☐ TEMPORARY						
Source of referral: Agency (name)			Own	Initiatya		
Publication (name)						
School/Organization						
_						
Willing to Travel? Yes No	ercentage	of Time:		Willing to I	Relocate? 🔲 Y	es 🗌 No
Geographic Preference						
Please answer all of the following questions.						
1. Are you employed? Yes No If						
2. Have you or any of your immediate far Yes ☐ No If so, who? When?				orked for GS	USA or any Gii	I Scout Council?
3. Are you at least 18 years of age and leg		Whe		d States?	Vas No	
						· which you are
applying? Yes No						winen you are
5. Do you understand the job requirements? Yes No (if no, please explain)						

EDUCATION

High School[s] Attended	Dates Attended From To	City, State		Did you earn a diploma?
Undergraduate College[s] Attended	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma
Graduate School[s] Attended	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma
Trade, Business or other School[s]	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma
JOB RELATED KNOWLEDGE AN	D SKII I S			
Please answer the following question A. Do you have a valid driver's lip Date of Issue: B. Have you had your driver's lice.	ns if the position for wicense? Yes N	o (If Yes, Drive	er's License Number	r
law? Yes No C. Please list all states from whice	-	-		mounied by a court of

	Date of issue.
В.	Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of
	law? Yes No
C.	Please list all states from which you hold or have held a driver's license
2. Plea	se use this space to list any special skills you may have that relate to the position for which you have applied:
	se list any professional licenses, designations, certifications, etc. that may relate to the position for which you have applied
Incl	ude date granted, name of organization, and any other relevant information.
A	

^{*} Lack of valid driver's license does not necessarily disqualify from consideration for the job unless driving is a qualification or essential duty of the job.

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Sponsoring Organization and Location	Name of Course, Seminar, etc.	C.E.U.'s	No. of Hours	Dates

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

City

Organization	Position/Offices Held	Describe Responsibilities and Services	No. of
			Yrs.

EMPLOYMENT HISTORY

Most Recent Employer

(Please list below all prior employers beginning with the most recent. If you need additional space to include all information, please

State

Zip Code

Phone

use a separate sheet of paper and attach it to this form.)

Position Held	Dates From/To	Pay Rate Upon Hire \$ Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving	Left in good standing	?	
Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Hire \$ Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving	Left in good standing?		

Next Most Recent Emplo	ver	City		State		Zip Code	Phone
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Position Held		Dates From/To		Pay Rate Upon Hire	e	Supervisor	
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				Pay Rate Upon Lea	vilig		
Duties		Reason for Leavin	g	Left in good	standing?		
Next Most Recent Emplo	vor	City		State		Zip Code	Phone
West Wost Recent Emplo	yei	City		State		Zip Code	Thone
Position Held		Dates From/To		Pay Rate Upon Hire	e	Supervisor	
				\$		•	
				Pay Rate Upon Lea	ving		
Duties		Reason for Leavin	g	Left in good s	tanding?		
DEEDDENICEC							
REFERENCES Give below the names of	three persons not re	lated to vou, whom you l	have known at	least one year. Please	e include the	last superviso	r with whom you
have worked.			T		ı		
NAME	POSITION	HOW DO THEY KNOW YOU?	A 1	ODRESS	DIIG	SINESS	YEARS KNOWN
NAME	FOSITION	KNOW 100:	Al	DDKESS	BUS	MLSS	KNOWN
ADDITIONAL BACK		.'	1.6	'.' 9 If 1.	1		1
		sign or been discharge Yes (see attachment)		osition? If yes, plea	ase explain	on a separate	e sneet of paper
		oled <u>nolo</u> <u>contendere</u> o		nvicted of any crin	ne other tha	n a minor tr	raffic violation?
	attachment)						
		ges pending? Yes (on a separate sheet of p			the charge[s	al the date of	2
		convicted or pled <u>nolo</u>					
		. Attach other explana		sary.*		·	
		litary?Yes and ended: from		the bromeh of milit	tour in which	h	1.
		lischarge (e.g. honorab					
than honorable	e conditions; bad	conduct discharge; dis					
explanation as	necessary.)*						
Applicant Signature				Date			
				_			
Please retain a copy	of this Applicati	on, Applicant's Stater	nent and atta	achments A. B. and	B-1 for yo	ur own reco	rds.

^{*} The existence of a conviction of a criminal charge or pending charge (whether civil or military) may not necessarily preclude you from employment; however, a false statement will. The nature and/or gravity of the offense or offenses, the time that has passed since the conviction or completion of the sentence, and the nature of the job held or sought are considered.

APPLICANT'S STATEMENT (PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW)

I understand and voluntarily agree that:

- 1. The use and acceptance of this Application for employment and Applicant's Statement does not indicate that the Girl Scouts of Eastern South Carolina ("GSESC") has any open positions and does not in any way obligate GSESC. However, should I be considered for an open position, such consideration is sufficient for me to make the agreements that follow.
- 2. The information that I have provided on this application is true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may result in GSESC ending any consideration of my application or, if I am employed, terminating my employment with GSESC.
- 3. I understand and agree that if I receive any offer of employment from GSESC, it will be contingent upon my successful completion of GSESC's total pre-employment screening process, including, but necessarily limited to, a background check and GSESC's receiving references that it considers satisfactory.
- 4. If I am offered and accept a position, I agree to conform to all existing and future GSESC expectations and I understand that GSESC reserves the right to change wages, hours and working conditions as deemed necessary. I also understand that, if hired, my employment will be at-will, meaning that either I or GSESC can end the employment relationship at any time and for any or no reason.
- 5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
- 6. In processing my application for employment, I understand the existence of a conviction or pending charge will not necessarily preclude me from employment; the nature and/or gravity of the offense or offenses, the time that has passed since the conviction or completion of the sentence, and the nature of the job held or sought will all be considered.

GSESC may request background information and related documentation which may be related to any qualification for employment, including, among other things, verification of employment; verification of education including a certified transcript; position held and length of position; verification of wages, including beginning and ending wages; job performance; whether I was voluntarily or involuntarily released from previous employment or service; the reason for separation from employment or service; verification of any statements in my application for employment; and known character and conduct. GSESC may also request my driving record and criminal or military records from relevant agencies.

Accordingly, I consent to sign the Girl Scouts of Eastern South Carolina Authorization and Release for Employee References/Background Check and related documentation, attached as requested (or other similar documentation if specifically requested by the reference agency, institution or organization). I specifically request that all of my present and former employers and those individuals I have listed as personal references furnish information requested by GSESC and I release them and GSESC from any and all liability for damages arising from furnishing the requested information.

7. I UNDERSTAND THAT THE EMPLOYMENT FOR WHICH I HAVE APPLIED IS AT-WILL, AND, AS SUCH, EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE OR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER GSESC OR ME. I further understand that no representative of GSESC other than the Chief Executive Officer has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any GSESC policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the Chief Executive Officer of the Board of Directors.

** THIS IS NOT A CONTRACT OF EMPLOYMENT.**

THIS APPLICATION IS NOT COMPLETE UNTIL THE APPLICANT SIGNS BELOW AND FULLY COMPLETES AND EXECUTES THE FOLLOWING:

- Attachment "A" Notice
- Attachment "B" Consumer Report and Investigation Authorization and Release with Attachment "B-1": A Summary of Your Rights Under the Fair Credit Reporting Act

I have read or had read to me the Applicant Pre-Employment statement above. I understand and agree to the above.

Signature:	Date
Interviewed by	Date

ATTACHMENT "A"
<u>NOTICE</u>
DISCLOSURE
GIRL SCOUTS OF EASTERN SOUTH CAROLINA, AS A PROSPECTIVE EMPLOYER, MAY OBTAIN FROM OR CAUSE TO BE PREPARED BY A CONSUMER REPORTING
AGENCY, FOR EMPLOYMENT PURPOSES, A CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT PURSUANT TO THE FAIR CREDIT
REPORTING ACT ("FCRA") 15 U.S.C. §1681(a) ET. SEQ.
<u>RECEIVED</u> :
SIGN NAME:
PRINT NAME:
DATE:

CONSUMER REPORT AND INVESTIGATION AUTHORIZATION AND RELEASE

I understand that the Girls Scouts of Eastern South Carolina ("GSESC"), as a prospective employer, may obtain or cause to be prepared, for employment purposes, a consumer report and/or investigative consumer report (i.e. obtained, at least in part, through personal interviews) pursuant to the Fair Credit Reporting Act (FCRA) 15 U.S.C. §1681(a) et. seq. I acknowledge that I have received, read and understand the separate Notice/Disclosure under the Fair Credit Reporting Act and the attached two-paged document entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act." (Attached as Attachment B-1 to this Authorization.)

I understand that in processing my application for employment, GSESC may verify all the information provided by me, or may procure or have prepared a consumer report or an investigative consumer report for this purpose concerning, among other things, my prior employment or military record, licensure, driving records, criminal convictions, education, character, general reputation, personal characteristics, mode of living, conduct and/or credibility. I understand that I will be informed if an investigative consumer report has been requested and, in accordance with the Fair Credit Reporting Act, upon written request to GSESC, I will be given information as to the nature and scope of the requested investigation.

I HEREBY AUTHORIZE GSESC to obtain or cause to be prepared a consumer report or investigative consumer report pursuant to the FCRA.

I AUTHORIZE my prospective employer and/or its agents to investigate and/or examine the results and interpretation of any drug screening, any records or history regarding credit, criminal history, past or current employment, education, driving, licensure, military service record, character, general reputation, personal characteristics, mode of living, conduct and/or credibility concerning me and all other records or reports that may be used in determining my suitability for employment.

I ALSO AUTHORIZE without reservation my former employers (including business and credit references if I am self-employed), education institutions, credit agencies, law enforcement agencies, government agencies, drug testing laboratories and/or any other person from whom information is sought for employment purposes to release any or all information under their control.

In consideration for my being considered for employment, I HEREBY KNOWINGLY AND FULLY RELEASE (1) GSESC, including its employees and agents, and (2) all agencies and persons from whom such information is sought from any and all liability for damages I may allegedly receive as the result of providing or obtaining this information as set forth above.

Signature of Candidate:		
Print Full Name:		
Maiden Name:		
Any other names by which you have been know	vn:	
Social Security Number:	Date of Birth:	
Date:		
Current Address:	Previous Address:	
Street:	Street:	
City:	City:	
State/Zip:	State/Zip:	
County:	County:	
How Long:	How Long:	

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of FCRA, 15 U.S.C. §§1681-1681u, at the Federal Trade Commission's web site (http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

Additionally, the Consumer Reporting Agency used in connection with the Girl Scouts of Eastern South Carolina's ("GSESC") request for a consumer report or investigative consumer report concerning you can be reached at the following number: (803) 447-3492 or at edeban@aol.com. You may contact them directly with any questions during normal business hours.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages for violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 * 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 202-906-6000
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6300
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-4000
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 * 202-720-7025