



**GIRL SCOUTS OF CONNECTICUT**

www.gsofct.org 1-800-922-2770

Check all that apply

- Day Camp
- Resident Camp

**Application for Summer Camp Employment**

- The council is an equal opportunity employer. Girl Scouts of Connecticut does not discriminate in its programs or hiring on the basis of race, color, religion, age, sex, sexual orientation, marital or civil union status, national origin or ancestry, political affiliation, socio-economic factors, genetic information, learning disability, physical or mental disability, military status, or any other protected class status.
- Conditions of employment are stated at the end of this form. Please read them carefully before you sign this application. The application must be completed in full even if attaching a resume.

Date of Application: M/D/Year	Position Desired	Camp
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**Personal Data**

Last Name	First Name	Middle Name or Initial	
Present Address (Number and Street)	City	State	Zip Code
Permanent Address (if different from above)	City	State	Zip Code
Area Code and Telephone Number	Cell Number		
Email Address	Best Way and Time to Contact		

**Education**

	Name and Location of School	Graduated Y/N	Degree Received
High School			
College			
Graduate School			
Other			

## Additional Training and Experience

**Certifications – Please attach copies of all certifications.**

**NOTE: You will need to bring the originals to camp with you.**

Certified in the following:	Expiration Date
Lifeguard Training	
Water Safety Instructor	
Canoe Instructor	
Row Boating Instructor	
Archery	
Challenge Course	
Horseback Riding	
Kayaking	
Sailing Instructor	
First Aid <b>Type:</b>	
CPR <b>Type:</b>	
Wilderness First Aid	
Registered Nurse <b>State:</b> <b>License No:</b>	
Licensed Practical Nurse <b>State:</b> <b>License No:</b>	
EMT <b>State:</b> <b>License No:</b>	
Other	

Are you multilingual?       Yes       No      If yes, please list languages.

Source of referral:     GSOFACT Website     Employee     ACA     CCA     Other, please specify:  
 Publication, please specify:

## Position Desired

## Camp Desired

- Business Manager
- Program Director
- Assistant Director
- Camp Director
- Leadership Director
- Unit Leader
- Unit Counselor
- Office Assistant
- Health Supervisor/Nurse
- Health Assistant
- Cook/Food Service Director
- Assistant Cook
- Kitchen Assistant
- Program Specialist
- Program Assistant
  - Art & Crafts
  - Nature
  - Sports
  - Challenge Course

- Aquatics Director
- Assistant Aquatics Director
- Aquatic Assistant/Lifeguard
- Archery Instructor
- Boating/Small Craft Instructor
- Horseback Riding Director
- Horseback Riding Instructor
- Stable Manager
- Climbing Wall Instructor

- An-Se-Ox Day Camp, Oxford
- Aspetuck Day Camp, Weston
- Candlewood Day Camp, New Fairfield
- Carlson Day Camp, Bristol
- Katoya Day Camp, Milford
- Laurel Day Camp, Lebanon
- Merrie-Wood Day Camp, Manchester
- Murray Day Camp, East Haven
- Pattagansett Day Camp, East Lyme
- Rocky Craig Day Camp, Stamford
  
- Candlewood Resident Camp, New Fairfield, CT
- Laurel Resident Camp, Lebanon, CT
- Timber Trails Resident Camp, Tolland, MA

## Areas of Interest

Circle areas in which you have (1) interest, (2) experience, and (3) training/knowledge.

	1	2	3		1	2	3
<b>Camping Skills</b>				<b>Sports</b>			
Campcraft				Volleyball			
Minimum Impact Camping				Horseback Riding			
Outdoor Cooking				English			
Backpacking				Western			
Firebuilding				Wide Games			
Orienteering				New Games			
Tripping/Leadership				Bicycle Trips			
<b>Nature and Ecology</b>				Softball			
Weather Stations				Double Dutch			
Pond Study				Soccer			
Environmental Education				Fishing			
Hiking/Trail Work				Cheerleading			
Birds				Basketball			
Star Gazing				<b>Aquatics</b>			
<b>Music</b>				Swimming			
Guitar				Synchronized Swimming			
Song Writing				Kayaking			
Song Leading				Windsurfing			
Play Instrument, specify:				Canoeing			
Other:				Row Boating			
				Sailing			
<b>Dramatics</b>				Water Aerobics			
Acting				<b>Arts &amp; Crafts</b>			
Clowning/Mime				Pottery			
Puppetry				Jewelry Making			
Directing				Painting			
Script Writing				Silk Screening			
<b>Dance</b>				Weaving			
Folk				Woodburning			
Square				Crafts			
Modern				<b>Special Interests</b>			
Interpretive				Challenge Course			
				Video Production			
				Photography			
				Gymnastics			
				Gardening			

## Employment Experience

Employer's Name:		Dates of Employment:		
Employer's Address		from	to	
		City	State	Zip Code
Supervisor's Name	Supervisor's Telephone Number		Permission to Call	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Description of Duties				
Reason for Leaving				
Employer's Name:		Dates of Employment:		
Employer's Address		from	to	
		City	State	Zip Code
Supervisor's Name	Supervisor's Telephone Number		Permission to Call	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Description of Duties				
Reason for Leaving				
Employer's Name:		Dates of Employment:		
Employer's Address		from	to	
		City	State	Zip Code
Supervisor's Name	Supervisor's Telephone Number		Permission to Call	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Description of Duties				
Reason for Leaving				

## Camper or Camp Staff Member Experience

Camp Name	<input type="checkbox"/> Camper <input type="checkbox"/> Staff <input type="checkbox"/> Both		
Camp Address	City	State	Zip Code
Position	Year		
Activities or Responsibilities			
Sponsoring Organization	Address		
Supervisor's Name	Supervisor's Telephone Number	Permission to Call	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Camp Name	<input type="checkbox"/> Camper <input type="checkbox"/> Staff <input type="checkbox"/> Both		
Camp Address	City	State	Zip Code
Position	Year		
Activities or Responsibilities			
Sponsoring Organization	Address		
Supervisor's Name	Supervisor's Telephone Number	Permission to Call	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

## References

List three persons, other than relatives, who know of your qualifications and/or background experience. Please note that the listed references may request that their comments be kept confidential and not be made available to you.

Name	Title	Organization	
Address	City	State	Zip Code
Day Phone ( ) -	Evening Phone ( ) -		
Position Held:			
Name	Title	Organization	
Address	City	State	Zip Code
Day Phone ( ) -	Evening Phone ( ) -		
Position Held:			
Name	Title	Organization	
Address	City	State	Zip Code
Day Phone ( ) -	Evening Phone ( ) -		
Position Held:			

To assist your references, please provide them with Reference Form #2101 for Summer Camp Staff Applicants and a stamped envelope addressed to the Girl Scout Service Center indicated below. Ask the individuals to complete the reference form (available also in the Form Library under Membership at [www.gsofct.org](http://www.gsofct.org)) completely and quickly.

**Have reference forms mailed to:**  
 Girl Scouts of Connecticut  
 Summer Camp - References  
 20 Washington Avenue  
 North Haven, CT 06473-2343

## Background Information

"Conviction," for this application, means a final judgment or verdict of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. "Conviction" does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s), or conviction(s), the records of which have been erased under law. Such records can include records of finding of delinquency or that a child was a member of a family with service needs (Conn. Gen. Stat. 46b-146), adjunction of youthful offender status (Conn. Gen. Stat. 54-142a). Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may swear so under oath.

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

If yes, please state offense, date, and location (conviction record will not necessarily be cause for disqualification).

Are there any criminal charges currently pending against you?  Yes  No

If yes, please provide offense charged, date, and location (pending charges will not necessarily be cause for disqualification).

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

## Certification

I authorize Girl Scouts of Connecticut to check my references and verify all information provided on the completed application for employment, the applicant's resume, or on other forms used in the hiring process. Information to be verified includes, but is not limited to, Social Security number and previous addresses. Girl Scouts of Connecticut will also conduct a background check to include criminal record history and pre-employment drug screening.

I understand that the references I have listed may request that their comments be confidential and not made available to me.

I understand that all information will be used, in part, to determine my eligibility for employment with Girl Scouts of Connecticut. A conviction record, or record of pending charges, will not necessarily be a bar to employment, but factors such as recency, rehabilitation, and relatedness to fitness to perform the job in question will be considered. I also understand that as long as I remain an employee with Girl Scouts of Connecticut, the background search may be repeated at any time. In addition, I understand that a failed drug screen will be a bar to employment.

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 the Girl Scouts of Connecticut council and not Girl Scouts of the USA.

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 my employment is subject to verification of references, background check, pre-employment drug screening results, and satisfactory completion of pre-camp staff training.

Signature

Date



## Reference Form for Summer Camp Staff Applicants

The person named below is applying for a Girl Scout summer camp staff position and has given your name as a reference. If hired, this individual would be working in a leadership position with girls in grades K-12 from all segments of the population.

We are seeking staff who not only have the required skills for summer camp programs, but also like working with children, understand children, and work well with adult staff, volunteers, and parents.

To help assess the individual's ability to serve in a leadership role within Girl Scouting, please complete this form and return it to the address below.

**Mail reference form to:**  
Girl Scouts of Connecticut  
Attn: Summer Camp  
20 Washington Avenue  
North Haven, CT 06473-2343

Please check if you would like your comments to be confidential and not shared with the applicant.

**Name of applicant:** \_\_\_\_\_ **Camp:** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

1. In what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. Would you entrust this person with your child?  Yes  No  
If no, why not? \_\_\_\_\_

4. List the skills the candidate possesses that are appropriate to the position for which she/he has applied.  
\_\_\_\_\_  
\_\_\_\_\_

5. If the applicant has been employed or supervised by you, please provide the following information.  
Date of employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position held: \_\_\_\_\_  
Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Reason for leaving: \_\_\_\_\_

Please include any additional comments in this section. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GIRL SCOUTS OF CONNECTICUT, INC.**

[www.gsofct.org](http://www.gsofct.org) 1-800-922-2770



**Please Describe the Applicant's Characteristics and Abilities**

(Rating categories: E = Excellent; G = Good; A = Average; P = Poor; U = Unknown)

Applicant's Personal Characteristics and Skills	Description Rating	Comments
Dependability/Responsibility		
Ability to Guide and Motivate Children		
Cooperativeness, Ability to Work with People		
Ability to Communicate with Children and Adults		
Social Awareness, Tact, Friendliness		
Enthusiasm and Ability to Build High Morale		
Willingness to Learn		
Ability and Willingness to Be Flexible		
Imagination, Initiative, Resourcefulness		
Ability to Plan and Carry out Work		
Care and Respect for Equipment and Property		
General Camping Skills		

Print Name:	
Address:	
Phone:	Email:
Signature:	Date:



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Please check if you would like your comments to be confidential and not shared with the applicant.

**Name of applicant:** \_\_\_\_\_ **Camp:** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

1. In what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. Would you entrust this person with your child?  Yes  No  
If no, why not? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Reason for leaving: \_\_\_\_\_  
Please include any additional comments in this section. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Imagination, Initiative, Resourcefulness		
Ability to Plan and Carry out Work		
Care and Respect for Equipment and Property		
General Camping Skills		

Print Name:	
Address:	
Phone:	Email:
Signature:	Date:

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\_\_\_\_\_  
\_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. Would you entrust this person with your child? Yes No  
If no, why not? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

6. Reason for leaving: \_\_\_\_\_

Please include any additional comments in this section. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Imagination, Initiative, Resourcefulness		
Ability to Plan and Carry out Work		
Care and Respect for Equipment and Property		
General Camping Skills		

Print Name:	
Address:	
Phone:	Email:
Signature:	Date:

## EEO Self-Identification Survey

Employee Name:

### For EEO Report

We are subject to certain governmental record keeping and reporting requirements for the Administration of Civil Rights Laws and Regulations. This information is confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

- I understand the reason for this request for voluntary self-identification as stated above and choose to decline.
- I understand the reason for this request for self-identification as stated above and have opted to complete this form.

### Race/Ethnicity

- Hispanic or Latino**  
A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish origin regardless of race.
- White (Non Hispanic or Latino)**  
A person having origins in any of the original peoples of Europe, the Middle East, Or North Africa.
- Black or African American (Non Hispanic or Latino)**  
A person having origins of any of the black racial groups of Africa
- Native Hawaiian or other Pacific Islander (Non Hispanic or Latino)**  
A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific island.
- Asian (Non Hispanic or Latino)**  
A person having origins in any of the original peoples of the far East, South East Asia, or the Indian Subcontinent, including Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Non Hispanic or Latino)**  
A person having origins in any of the original peoples of North America or South America (including Central America), and who maintain tribal affiliations or community involvement.
- Two or more races (Non Hispanic or Latino)**  
All persons who identify with more than one of the above five races.

### Gender

- Male
- Female



## **BACKGROUND SEARCH POLICY AND PROCEDURES FOR EMPLOYEES AND VOLUNTEERS**

### **BACKGROUND SEARCH POLICY**

In compliance with GSUSA Guidelines, Girl Scouts of Connecticut, Inc. (the "Council"), has adopted the following policy regarding required background searches of all employees and volunteers involved with Girl Scouts of Connecticut programs and participants. The goal of this policy is to provide a process that confirms the identity and background of individuals working for or with Girl Scouts of Connecticut or who otherwise have access to facilities or systems, regardless of location, thereby protecting employees, volunteers, and girl and adult members, as well as safeguarding the Council's assets.

#### **Background Search Policy**

As a condition of employment or volunteer work, and prior to any contact with girl members, Girl Scouts of Connecticut policy requires verification of identity and a background search. The Council has contracted with a third party to conduct required background searches. The agency will be required to check back, over the past 7 years, for information on:

- Identity,
- Criminal history
- National Sex Offender Registry

The agency will retain the records for such searches, and will verify to Girl Scouts of Connecticut that the background searches have been conducted, including reports on outcomes.

#### **Data Privacy Policy**

- Data is gathered only for legitimate human resources, business, and safety/security purposes of which employees and volunteers have been notified.
- Data is only released to others if they have a legitimate human resource, business, or safety/security request.
- All data releases are recorded: who received the data, the intended usage, where the information may be sent/accessed, and how long it will be retained.
- All data is protected, whether in electronic or paper form, from unauthorized access, and is kept only as *long as it is necessary for the intended purposes*.
- Only those who need to have access to data for legitimate usage will be allowed access – those individuals currently include the Director of Human Resources and her/his designee, and the Chief Executive Officer.
- Data no longer needed for intended purposes will be destroyed in a secure manner.
- If you have concerns or questions about how this is being handled, please contact the Director of Human Resources immediately.

Girl Scouts of Connecticut will not discriminate against any person on the basis of race, religion, color, sex, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, veteran status, or any other protected category.

Girl Scouts of Connecticut, Inc.  
**BACKGROUND SEARCH PROCEDURES**

The safety of girls is of paramount importance to all of us in Girl Scouting. Conducting criminal background searches is one step in an overall process of screening and placing employees and volunteers.

1. Background searches will be completed on all individuals in the following categories.
  - a. All Council Employees (including Camp staff)
  - b. Board of Directors
  - c. Leaders and Co-Leaders (01 and 02 positions)
  - d. Product Sales Volunteers
  - e. Mentor Volunteers
  - f. Program Volunteers
  - g. Troop Committee Members
  - h. Service Team Members

New employees and volunteers in any of the listed categories will be screened at the time of recruitment.

2. All employees and volunteers must expressly authorize the Council or its agent to conduct a criminal history search or to conduct any other search the Council deems appropriate for the opportunity being considered. Without such authorization to conduct the background search, an individual cannot be employed, or serve in or be appointed to a volunteer position with the Council.
3. Employees and volunteers have the right to make a written request within a reasonable amount of time after receiving notice of our intent to conduct the background search to receive additional, detailed information about the nature and scope of the background search, including the name, address and telephone number of the third party contracted to conduct the searches.
4. Employees and volunteers are subject to repeat background check at any time during employment with Girl Scouts of Connecticut; however, volunteers must receive a background check every three years.
5. The decision whether to exclude or limit a prospective individual's participation remains at all times within the sole discretion of the Council. Factors that may be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and length of time since the criminal conduct occurred. The Council's primary concern is always to safeguard the best interests of its members.
6. Providing false information or omitting relevant information on the application or consent form is grounds for exclusion from participation in the Council, regardless of the result of the background search.
7. If a decision to not use a prospective volunteer or hire an individual as an employee, is based in whole or in part on information contained in a background search result, the individual will be provided information on how to contact the third party for any and all disputes.
8. It is the employee's or the volunteer's responsibility to immediately notify the Council office in writing of any circumstance that might alter the background search results following its completion.

9. All results of background searches will be kept strictly confidential at all times. Individuals with access to this information will be confined to the Chief Executive Officer and the Human Resources Department. Results will be shared with legal counsel, if the Council seeks legal guidance. All files are archived with the third party contracted to provide the background search service.

Girl Scouts of Connecticut will not discriminate against any person on the basis of race, religion, color, sex, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, veteran status, or any other protected category.



Have you ever been convicted of a crime (e.g., felony or misdemeanor, including DWI, DUI, etc., but not including minor traffic violations or any convictions as a youthful offender)?

No  Yes

"Conviction," for this application, means a final judgment or verdict of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. "Conviction" does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s), or conviction(s) the records of which have been erased under law. Such records can include records of finding of delinquency or that a child was a member of a family with service needs (Conn. Gen. Stat. 46b-146), adjudication of youthful offender status (Conn. Gen. Stat. 54-76o), criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon (Conn. Gen. Stat. 54-142a). Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may swear so under oath.

A conviction will not necessarily be a barrier to your acceptance.

If yes, please state crime, date, and location:

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Has any person currently living in your household ever been convicted of a child abuse crime or is anyone a registered sex offender?  No  Yes

If yes, please state crime, date, circumstances related to the crime, and person in household who committed the crime:

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Please send notification of an adverse decision by:  email  surface mail

---

I give continuing permission for Girl Scouts of Connecticut or its agents to obtain information relating to my identity and criminal history record from any jurisdiction. I understand that this information will be used to determine my eligibility for a staff or volunteer position with Girl Scouts of Connecticut. A criminal history record may include arrest and conviction data, as well as plea bargains and deferred adjudications. A conviction record will not necessarily bar volunteering or employment, but factors such as date of infraction, rehabilitation, and relatedness to the job in question will be considered.

I acknowledge that I have been given a copy of Girl Scouts of Connecticut's Background Search Policy and Procedures for Employees and Volunteers. I understand that if I am not extended an offer of employment or volunteerism based on the report, I will be provided a copy of the information and a summary of my rights under the Fair Credit Reporting Act upon my request. I agree to immediately update the information contained in this form while I am serving as an employee or volunteer if any statement made in it changes or if I or any member of my household should be convicted of a crime against children.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Return in a sealed envelope marked "Personal and Confidential" to  
Human Resources Department  
Girl Scouts of Connecticut, 340 Washington Street, Hartford, CT 06106.  
860-522-0163; [www.gsofct.org](http://www.gsofct.org); Fax 866-735-3447**