

# Girl Scouts of Rolling Hills Council

## 2008 EMPLOYMENT PACKET CHECKLIST

Please bring the following items to the employment walk-in process:

### ADULTS

- Employment Application
- Disclosure Statement
- References – three forms mailed directly to council office
- Adult Health History Form with current photo within last six months
- Request for Administration of medication – if applicable
- Health Insurance Card – copy both sides
- Proof of age – copy current drivers license or birth certificate or passport (new staff only)
- Social Security Card – copy card (core staff only)
- Girl Scout Membership – copy current card or form may be completed at walk-in

### JR COUNSELOR age 16 - 17

- Working Papers – pickup from High School Guidance Department (new staff only)
- Employment Application – parent or guardian signature required
- Disclosure Statement – parent or guardian signature required
- References – three forms mailed directly to council office
- Child Health History Form with current photo within last six months – parent or guardian signature required
- Request for Administration of medication – if applicable
- Health Insurance Card – copy both sides
- Immunization Record – current copy from physician office
- Proof of age – copy current drivers license or birth certificate or passport (new staff only)
- Social Security Card – copy card (new staff only)
- Girl Scout Membership – copy current card or form may be completed at walk-in
- Bus Schedule

### CAMP AIDE age 14 - 15

- Employment Application – parent or guardian signature required
- Disclosure Statement – parent or guardian signature required
- References – three forms mailed directly to council office

NOTE: Interview conducted during walk-in employment process.  
Notification of employment by Mid-May.

### ADMINISTRATIVE STAFF / PROGRAM STAFF / NURSE / LIFEGUARD

- Working Papers – under age 18 pickup from High School Guidance Department (new staff)
- Employment Application – under age 18 parent or guardian signature required
- Disclosure Statement – under age 18 parent or guardian signature required
- References – three forms mailed directly to council office
- Adult or Child Health History Form with current photo within last six months – under age 18 parent or guardian signature required
- Request for Administration of medication – if applicable
- Health Insurance Card – copy both sides
- Immunization Record – under age 18 current copy from physician office
- Proof of age – copy current drivers license or birth certificate or passport (new staff only)
- Social Security Card – copy card (new staff only)
- Girl Scout Membership – copy current card or form may be completed at walk-in
- First aid certification – copy current card
- CPR/AED Certification – copy current card
- Nursing Certification – copy current card
- Lifeguard / WSI Certification – copy current card
- Hepatitis B Vaccine – copy of immunization record from physician office
- Bus Schedule – under age 18