



# Northern Lights High Adventure Base Staff Application



Northern Lights High Adventure Base is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

## Applicant Information:

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

## Employment Positions:

Position(s) applying for

- Director
- Support Staff
- Trek Leader

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

Salary desired? \_\_\_\_\_

**Personal Information:**

**Yes**

**No**

Are you 18 years of age or older?

Are you a U.S. citizen or approved to work in the United States?

What document can you provide as proof of citizenship or legal status?

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Do you have any condition which would require job accommodations?

If yes, please describe accommodations required below.

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Have you ever been convicted of criminal offense (felony or misdemeanor)?

Do you have a Scouting background?

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If so, how many years?

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Please list any leadership courses you have taken.

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Have you attended a Scouting High Adventure activity? If so, please list.

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**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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**(Note: Northern Lights High Adventure Base complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)**

## **Job Skills/Qualifications (cont.)**

List any training or certifications you have:

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Briefly describe your outdoor experience (in particular, any treks you have taken) and why you would like to work for the Northern Lights High Adventure Base.

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## **Education and Training**

### **High School**

Name	Location (City, State)	Year Graduated	Degree Earned

### **College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

### **Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

### **Military:**

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

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**Previous Employment**

Employer Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**References**

Please provide 3 personal and professional reference(s) below:

<b><u>Reference</u></b>	<b><u>Contact Information:</u></b>

Please use space below to tell us any additional information you wish us to know.

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**AT-WILL EMPLOYMENT**

The relationship between you and the Northern Lights High Adventure Base is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Northern Lights High Adventure Base. No representative of Northern Lights High Adventure Base has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will”, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

If under age 18, this application must be approved by your parent or guardian.

Name of parent or guardian (Please print): \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Applicant  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_