

Employment Application

Keystone Science School

2011 - 2012

This application is intended to supplement a cover letter, resume and three references. For more information, including full job descriptions, qualifications and benefits, please visit www.keystonescienceschool.org.

Full Name: _____ Male _____ Female _____

Current Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Please circle the best way to contact you: Phone Email

Please consider me for the following positions (Check all that apply):

Summer Programs:

- Day Camp Head Counselor: Lives off campus and works with/manages day camp program. Must have significant camp experience.(WFA required)
- Crossover Counselor: Lives on campus and works with both day camp and residential programs. (WFA required)
- WILD Crossover Counselor: Lives on campus, works with both day camp and residential programs, and eligible to work Keystone Mountain Adventures program. (WFR required)
- Internship Opportunities: Lives on campus and works with all programs. (WFA required)

Please check all medical certifications that apply:

Note: You are required to have and provide a copy of current Wilderness First Aid and CPR certification as specified by KSS in all job descriptions by the time you begin employment at KSS. Not doing so is grounds for immediate denial of employment.

- | | |
|---|---|
| <input type="checkbox"/> CPR | <input type="checkbox"/> EMT-Please list Type _____ |
| <input type="checkbox"/> Wilderness First Aid | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wilderness First Responder | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wilderness EMT | |

Requirements for future employment at Keystone Science School:

Note: Employees are required to furnish KSS with a copy of a valid Driver's License at time of employment start date.

- Have you ever been convicted of a felony? If so please explain on a separate page _____
- Have you ever been convicted of a felony or misdemeanor with regards to child and/or sexual abuse? _____
- Employees are required to be 21 years of age or older to drive KSS vehicles and have a clean driving record. Are you able to drive a KSS vehicle if hired? Yes _____ No _____
- Are you able to perform all job functions of this position as indicated in the job description and expectations? Yes _____ No _____ *If No, please explain on separate sheet of paper.*

It is our policy to conduct thorough background investigations on all new Keystone Science School hires. At a minimum, we conduct a criminal records search at the highest court in all counties where the person has resided, worked, or attended school in the past seven (7) years.

Any misdemeanor convictions, felony convictions, open arrest warrants, and/or related activities are reported.

Qualifications list

Indicate your level of expertise in the following subjects. Please complete this entire section.

1 = Subject/activity you could teach on your own.

2 = Subject/activity you could assist in teaching.

3 = Subject/activity in which you have some general knowledge.

4 = No previous knowledge

NA = Not applicable (due to the season of the job in which you are interested)

Science

- Forest Ecology
- Wildlife Ecology
- Plant Ecology
- Earth Science
- Aquatic Ecology
- Snow Science
- Water Use/
Watersheds
- Astronomy
- Environmental
Issues
- Forest
Management
- Meteorology
- Field Research

Cultural/Social

- Native American
History
- Colorado Mining
- Large Group
Facilitation
- Mediation and
Conflict Resolution
- Spanish Language
- Low Ropes
Initiatives
- Teambuilding

Outdoor Skills

- Cross Country
Skiing
- Backpacking
- Leave No Trace
Ethics
- Overnight Trip
planning
- Equipment
Maintenance
- Orienteering
- Winter Camping

Miscellaneous

- Songs and Music
- Creative Crafts
- Camp Songs/
Skits
- Large Group
Games
- Musical ability

Please answer the following questions on a separate sheet of paper:

- 1) Please list all computer/software or technology in which you are familiar. Please let us know if you are proficient in iMovie or Macintosh video editing.
- 2) Please list any talents or additional certifications that you feel are applicable to the position for which you are applying.
- 3) Briefly summarize (one to two paragraphs) your experience working with children, teaching or with special needs groups.

References

May we contact your present employer? _____

Please check here if your references are listed on your resume _____

Reference One: Current Employer or Supervisor preferred

Full Name and Job Title: _____

Place of Employment: _____ Evening Phone: _____

Daytime Phone: _____ Email _____

Reference Two: Previous Employer or Supervisor

Full Name and Job Title: _____

Place of Employment: _____ Evening Phone: _____

Daytime Phone: _____ Email _____

Reference Three: Co-worker or colleague

Full Name and Job Title: _____

Place of Employment: _____ Evening Phone: _____

Daytime Phone: _____ Email _____

Checklist for KSS Employment package:

Please submit ALL applications materials together in one email, mail or faxed packet. Applications will not be considered until all materials are received.

- Cover letter
- Resume
- Application
- 3 references with contact information

Complete and submit this application along with a cover letter and resume via email or postal service to KSS Application, 1628 Sts. John Rd., Keystone, CO 80435. If you have specific questions about the program or position, please contact Joel Egbert (jegbert@keystone.org) via email or phone at 970-468-2098.