



STAFF APPLICATION

CENTRAL WYOMING COUNCIL
BOY SCOUTS OF AMERICA
PO BOX 1506
CASPER, WY 82602
307.234.7329

Name: _____
Last First Middle Preferred

Social Security No. _____ - _____ - _____

Permanent Address

Street (include apt, box etc) _____

City _____ State _____ Zip _____

Permanent Phone Number (_____) _____ -- _____

Fax (_____) _____ -- _____

E-Mail _____

Temporary Address

Street (include apt, box etc) _____

City _____ State _____ Zip _____

Permanent Phone Number (_____) _____ -- _____

Address good from ____/____/____ to ____/____/____

Birthdate ____/____/____ Age: ____ Sex (circle one) F M Height _____ Weight _____ Citizenship _____

Valid Driver's Licence? (Circle One) Yes No _____
Licence No. _____ State _____ Class _____

YHAO requires a background check before hiring. We will check driving records, criminal records and sex offender registries. You will be expected to sign a form authorizing us to check those records prior to working for us.

Have you ever been convicted of a crime/ felony? (Circle One) Yes NO If yes, describe _____

Medical Training Certification (see requirements on pg 2)

Yes [] Certification: _____ Provider: _____ Exp. date: _____ attach a photocopy, we won't review without it.

No [] When will you be certified? _____ Certification: _____ Provider: _____ You must send a letter verifying your enrollment.

Education and Work History

Current or last school attended: _____ Are you currently enrolled? (Circle One) Yes No

Highest level completed, please circle one: H.S. Diploma B.S./ B.A. M.S./ M.A. Ph.D. Other _____

Current Occupation: _____ Title: _____ Employer: _____

Other Employers in the last three years:

Position: _____ Employer: _____ Dates worked: _____

Position: _____ Employer: _____ Dates worked: _____

Position: _____ Employer: _____ Dates worked: _____

Person to Notify in Case of Emergency:

Name: _____ Day Phone: _____ Evening Phone _____

[] Address/phone is the same as the applicant's permanent address.

If not, address _____
Street City State Zip

Relationship to applicant: (Please circle one) Parent Spouse Partner Other Relative Friend Guardian Employer

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Years in Scouting and Leadership Experience

Cub Scout	Boy Scout	Explorer/ Venturer	Adult	Camp Staff	Highest Rank Awarded	Current Troop Position

Check any of the following position in which you are interested in applying. The number in parentheses is the minimum age required by the Boy Scouts of America

- Climbing Director (21)
- Climbing Instructor (18)
- Paddle Sports Director (21)
- Paddle Sports Instructor (18)
- Trek Director (21)
- Trek Instructor (18)

All employees should be available for the full season. Exceptions must be requested during interviews

It is understood that:

1. In accepting this position, I will perform all duties assigned and will abide by all camp rules and guidelines set forth in the staff handbook.
2. I will wear the official BSA shirt, pants/shorts and socks when asked to do so. I will arrive at camp with these items.
3. I will provide my own bedding and personal items.
4. I will submit, prior to check-in at camp, a completed W-4, I-9, and current BSA Health Examination form.
5. I will provide my own transportation to and from camp.
6. My salary is subject to federal taxed and social security taxes based upon my salary plus room and board.
7. The Central Wyoming Council will provide Workman's Compensation coverage for work related accidents.
8. I will provide two weeks notice in the event I want to terminate my employment agreement for questionable conduct on my part.
9. I agree not to use alcohol or controlled substances on camp grounds.
10. I will do my best to conduct myself in accordance with the principles of the Scout Law and Oath.
11. I will be required to register as a member of the Boy Scouts of America prior to arrival at camp.
12. If a minor, I will be under my parent's/guardian's responsibility and supervision on my time off and not the camp director.
13. I will be expected to perform tasks as may be assigned by my supervisors or base management. I may also volunteer in additional areas of camp. My employment is of a seasonal nature and I will not be eligible for unemployment compensation at the end of the camping season.
14. The duties, responsibilities, working hours and time off will be determined by the camp director and approved by the Scout Executive of the Central Wyoming Council. I will check in and out with the camp director before leaving camp and/or upon returning to camp.

I have read, understand and intend to comply with the conditions listed above:

Applicant's Signature _____ Date _____

Medical Training Requirements and Information

- You must possess current CPR and WFA/WFR certification meeting our minimum standard (see below).
- Both certifications must expire after August 31 of the year of employment. If certifications expire before then, a letter confirming enrollment and /or attendance in a recertification course is required with your application.
- If you are not certified in first aid at our minimum standard, a letter confirming enrollment in such a course, to be completed (and certification received) prior to May 31 of the year in which you work, is required with your application.
- Our minimum standard: a wilderness medicine certification for at least 16 hours of instruction, preferably 72 hours.
- We prefer certification through the Wilderness Medicine Institute (www.nols.wmi.edu), Western Medical Associates (www.wildmed.com) or Stonehearth Open Learning Opportunities (www.soloschools.com)
- Urban first aid, emergency response or first responder certifications do not meet our requirements, as they do not train you to implement the YHAO Field Treatment Protocols. The listed training providers do offer wilderness upgrade courses.

References	Name	Address	Work Phone	Home Phone	Title
Adult Member of unit/ College official/ Current Employer					
Community Leader					
Teacher/ Supervisor/ Associate					

We must receive the following before we will review your application:

1. The YHAO application form
2. Replies to the Questionnaire

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3. A photocopy of your **medical and CPR certifications** (or proof of registration to obtain certification)

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Questionnaire

The application review team's objective is to gain a clear picture of you and your experiences. Please be candid with yourself with us. The success or failure of your application rests mostly on your ability to put yourself, your skills, and your experience on paper. See the note below regarding attaching a separate resume.

Please use the following questions as an opportunity to tell us more about yourself (use other sheets if necessary). Before answering the questions, please take a few moments to familiarize yourself with the Boy Scouts' mission statement, the scout Oath and the Scout Law (<http://www.scouting.org/About/FactSheets/OverviewofBSA.aspx>)

1. What three personal goals do you want to attain through employment with YHAO?

Please provide detailed information regarding your background in each of the following areas. Some of your answers to these questions will undoubtedly overlap with each other. Feel free to cross reference your answers, (e.g. "...my third season at Canyon Adventures (see #5 and resume). I was a member of the staff...")

2. **Prior experience as a student or trainee in outdoor education:** List any prior outdoor education courses or trips you have participated in as a student, participant or trainee. Mention the name of the company/program, the year of the course/trip, # of days/weeks involved, etc. Please include a brochure if it will help us understand your experience.

3. **Prior experience as employee working in outdoor education:** List all jobs you've held in the field. Include summer camps, outing programs, guiding, etc. Mention the name of the company/program, the year(s), # of days/weeks worked, responsibilities you held, etc. Please include a brochure if it will help us understand your work.

4. **Personal experience/expeditions:** (Private trips with friends, not associated with any institution): Please list all backpacking, winter camping, ocean travel, river travel, etc. Include year and length of trips, locations whether it was on or off trail, your role in leadership, planning and logistics, etc.

5. **Technical Skills/Experience:**

- **Climbing:** includes mountaineering, rock climbing, and snow and ice climbing. List some (or all) of the routes you've led or followed, peaks you've climbed, etc. Describe your role (follower, leader, guide) on these climbs. What level (e.g 5.9, WI4 III) do you comfortably lead traditional rock routes, etc. Have you taught or guided climbing before? If so, please give us the details: name of school/guide service, your past training, how much you've taught etc.
- **Whitewater River:** Canoeing, kayaking, oar and paddle rafting. Include what class water you comfortably paddle/guide/row in each different water craft, the names of rivers/runs you've floated, number of trips per river/run you've taken, the difficulty of these runs, the distance in miles/ number of days per trip, and your role in these trips. If you could put most of this information into a river log format, it would be helpful.
- **Other skill areas taught at YHAO- sea kayaking, backcountry skiing, caving:** As applicable to these skill areas, include details such as: your skill level in the various activities, the # of years/ # of trips you've participated, the length of trips in days, the location and difficulty of trips, and your role on trips.

6. **Other Skills/ Experiences:** List any experience with natural sciences, natural history, human history, hunting, fishing, public policy/wild land management, environmental activism, non-English languages, foreign travel etc.

7. **Teaching, Leadership and Communication:** List experience teaching and leading groups, teaching one-on-one, working with the public, and any training you've had with group dynamics or communication.

8. **Risk Management and Judgment:** Please tell us some stories- give two or three examples of your experience with hazard evaluation, risk management, and individual and group assessment and management. Please identify if you were in a solo or shared leadership position. We want one of your examples to be from a situation in which you learned a lesson from a mistake you or the group made- if you want to tell us about lessons learned on your worst epic, please do so. We value a candid approach and the ability to learn from situations.

We STRONGLY recommend that you attach a detailed outdoor resume. Though somewhat redundant to the above, a resume will help us to sort out details and clarify some jobs or dates. Please include a river log!