

Application for Employment

Thank you for your interest in joining the USNWC team. Please complete your application in **blue or black ink**.

Completed applications should be **emailed** to: jobs@usnwc.org

Applicant's Name _____ SSN _____
Last Name First Name MI

Current Address _____ Apt # _____ City _____ State _____ Zip _____

Permanent Address _____ Apt # _____ City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____

Email _____

Applicants will be considered without discrimination of race, color, sex, age, religion, national origin, disability or any other legally protected employment status.

Employee Background

1. Are you legally eligible for employment in the United States ?

Yes No

2. Do you have a valid driver's license?

Yes No

3. Will you be 18 years of age or older before your first date available?

Yes No

4. Do you speak another language fluently?

Yes No If yes, which one(s)?

5. Have you filed for / received unemployment compensation in the past seven years?

Yes No

6. Have you ever been convicted of a felony offense within the last seven years?

Yes No

If Yes, state the nature of the offense and the date the event took place. *(answering yes will not necessarily disqualify you for employment)*

7. How did you hear about USNWC?

- Newspaper Ad Friend/Current Employee
 College Job Fair Career Center
 USNWC Website Other Website

Specify:

Employment Objective

List positions in which you are interested:

Preference 1 _____

Preference 2 _____

Preference 3 _____

Positions within USNWC:

Guest Relations - Restaurant - Retail - Banquet
Bike Tech - Kayak Instructor - Landsports Guide
Raft Guide /River Guard - Maintenance Crew
Landsports Leadership Team - Youth Camp Counselor

Dates available: _____ to _____
mm/dd/yyyy to mm/dd/yyyy

Please check availability (check all that apply):

30 - 40 hrs/wk Weekdays Weekends Evenings

20 - 30 hrs/wk Weekdays Weekends Evenings

Less than 20 hrs/wk Weekdays Weekends Evenings

US National Whitewater Center

www.usnwc.org

Education

High School _____ City _____ State _____ Diploma/Degree? Yes No

College/Other _____ City _____ State _____ Degree: _____

Employment Background *(start with most recent employer)*

Employer _____ Location _____ Dates _____ to _____
mm/yyyy mm/yyyy

Job Title _____ Supervisor _____ Phone _____

Reason for leaving _____

May we contact?
 Yes No

Employer _____ Location _____ Dates _____ to _____
mm/yyyy mm/yyyy

Job Title _____ Supervisor _____ Phone _____

Reason for leaving _____

May we contact?
 Yes No

Employer _____ Location _____ Dates _____ to _____
mm/yyyy mm/yyyy

Job Title _____ Supervisor _____ Phone _____

Reason for leaving _____

May we contact?
 Yes No

Administrative Skills

Personal Computers **Beginner** **Intermediate** **Advanced**

Microsoft Office **Beginner** **Intermediate** **Advanced**

Internet **Beginner** **Intermediate** **Advanced**

Training & Leadership Experience

List relevant training, certifications, and experiential education: (examples include: customer service training, CPR, EMT, first aid, Outward Bound, NOLS).

Type of Training/Certification	Date Completed	Company/Organization & Location	Expiration Date

Training & Leadership Experience (continued)

Have you worked with or provided leadership for any of the following populations? If so, please fill in the appropriate boxes below. Examples: (Youth ages 8 - 13, people with special needs , Educators, Adults, Youth at risk , Urban populations)

Organization	Location	Dates	Description of Work

Outdoor Experience

In this section, list only your most significant experience. Some activities are divided between experience and instruction, so please make sure that your information appears in the correct section.

Whitewater Paddling Instruction or Work Experience

Examples of type of Instruction or work experience: (Raft Guiding, Whitewater Kayaking, Whitewater Kayak Instruction, Whitewater Safety Boating, Whitewater Canoeing)

Type	# Seasons	River & Section	Organization	Comments

Whitewater Paddling Recreational Experience

Date(s)	River & Section	Location	No. of Miles	Class	Type of Boat (Craft)	Comments

Climbing , Biking, Ropes Course or Zipline Certifications or Professional Work Experience

Date	Location	Description

More About You

Imagine guests routinely fill out comment cards rating the service they received before leaving USNWC. If you were employed at USNWC, what would guests often write about to summarize their experience with you?

Please list hobbies or other outdoor experiences and interests that further describe you:

Employment References

Please list individuals who are unrelated to you yet who are familiar with your work and are in a position to evaluate you in areas relevant to the types of positions for which you are applying.

If you are applying for an instructor position, each of the references you list below must complete a written referral for you, following the instructions on the attached Reference Form. Please send completed reference forms and referrals together with your application. Note that your application is not complete until USNWC receives the application and all three completed reference forms.

Name	Email	Phone	Relationship to you

Signature

I certify that the information given is true and accurate to the best of my knowledge. I understand that incomplete, false or misleading information given in my application, resume, or interview (s) is cause for termination and / or ineligibility for employment. I Understand that if hired by The US National Whitewater Center, my employment is at-will and that employment may be terminated by either party at any time with or without cause and with or without notice. The US National Whitewater Center, or its agents, may request employment information from previous employers, and persons or corporations who provide information related to my previous employment are released from liability or damage. **I understand I will be subject to background checks prior to employment.**

The US National Whitewater Center is a drug-free and smoke-free workplace and my actions will promote this designation.

Applicant's Signature* _____ Date _____
(*Signature required for employment consideration)

Reference Form for Instructor Position

Your candid appraisal of the applicant's qualifications will assist in our evaluation of his/her suitability for employment with the US National Whitewater Center. Thank you for taking the time to provide feedback.

Applicant's Name _____

In your written referral, please include the following information:

- How long you have known the applicant and in what capacity
- Candid comments regarding your impression of the applicant in the following areas, giving specific examples when possible:
 - ◆ Teaching experience
 - ◆ Leadership experience
 - ◆ Listening skills
 - ◆ Communication skills
 - ◆ Conflict resolution skills
 - ◆ Group facilitation
 - ◆ Character
 - ◆ Judgment and decision making
 - ◆ Outdoor skills (safety, judgment, technical rock climbing, river skills)
 - ◆ Emergency response experience
- Overall comments for this position

Signature

Signature _____

Date _____

Print Name _____

Position/Title _____

