

# **WILDERNESS EXPEDITIONS, INC.**

## **EMPLOYEE APPLICATION PROCESS**

We are glad you are interested in serving on the staff of Wilderness Expeditions, Inc. Serving for a summer as a staff member is a challenging and rewarding opportunity. Around twenty staff members are hired each summer. The application process is simple.

**Step One:** Complete the Wilderness Expeditions Employee Application below and submit two reference letters with your application. If you know a present or former Wilderness Expeditions employee, please ask them to send or email a letter of recommendation for you in addition (not required). Mail to: Wilderness Expeditions, Inc., c/o Applicant Processing, 7870 W. Hwy. 50, Salida, CO 81201. The deadline for submitting applications is January 31 of the year you are applying for employment.

**Step Two:** If you are to be considered for employment you will receive a personal interview (in person or by phone). You will be contacted for an interview by February 15. Staff are usually hired by the end of February.

All those hired must comply with the following:

1. Arrive in Colorado ready to start no later than the beginning of staff training. These dates are listed on the web calendar. Be available for full-time employment through the first full week of August.
2. Have already completed and received certification for American Red Cross Basic First Aid and Adult CPR. You must pay for this certification yourself.
3. If you plan to bring a personal vehicle to Colorado, provide upon arrival a copy of a valid driver's license and proof of liability insurance for your vehicle. If you are asked to use your vehicle to transport yourself and other staff members to and from trail heads, you will receive reimbursement for your mileage. Your vehicle must be safe and in good running condition.
4. Participate in a 1-2 week training course provided by Wilderness Expeditions, Inc. held before the start of Wilderness Expeditions' summer program. See the Wilderness Expeditions web calendar for tentative dates.
5. Pass a written test regarding Wilderness Expeditions policies and procedures. You will be given access to all training information after you have been hired and prior to the test.
6. Be prepared to lead a series of spiritual training activities consistent with the purpose of Wilderness Expeditions and based on the season's journal. You will receive a copy of the journal prior to your arrival in Colorado.

If you have questions concerning the application process please contact

Tommy Query or Kristi Query  
719-651-0906 or 719-651-7067

[Tommy@wildernessexpeditions.net](mailto:Tommy@wildernessexpeditions.net)

[Kristi@wildernessexpeditions.net](mailto:Kristi@wildernessexpeditions.net)

**WILDERNESS EXPEDITIONS, INC.  
PROFESSIONAL GUIDE AND OUTFITTING SERVICE  
7870 WEST HIGHWAY 50  
SALIDA, CO 81201  
719-539-4888**

**APPLICATION  
FOR  
EMPLOYMENT**

Applicant Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home or Permanent Address: \_\_\_\_\_ Address if at school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Age next June 1st: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

List any physical limitations: \_\_\_\_\_

Name of current school: \_\_\_\_\_

Current year in school: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Name and address of current church: \_\_\_\_\_

Have you applied to work at Wilderness Expeditions before? \_\_\_\_\_ If so, when? \_\_\_\_\_

How did you hear about Wilderness Expeditions? \_\_\_\_\_

**PREVIOUS EMPLOYMENT and REFERENCES** (For each area, list name, address, reference and reference phone number)

**1. Work:**

**2. Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**3. Minister or Youth Minister:**

**4. Other Reference:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parents' names: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If you are under 18, we need parental permission to hire you: \_\_\_\_\_

Parent's Signature

Date

**POSITION** (Please check the areas in which you have a desire to work and indicate what experience you have had in those areas)

<u>Area</u>	<u>Desire</u>	<u>Experience</u>
Field Guide	_____	_____
Field Staff	_____	_____
Volunteer Staff	_____	_____
Maintenance	_____	_____
Housekeeping	_____	_____
Cooking	_____	_____
Meal Packing	_____	_____

Would you be willing to accept a job regardless of the position for which you are applying? \_\_\_\_\_

1. As part of your contract to work with Wilderness Expeditions, you will have a weekly evaluation. You will receive a guaranteed minimum pay with any additions dependent upon this evaluation. Included in the evaluation will be the following:

*Service                  Involvement                  Working with People                  Punctuality                  Care of Quarters                  Participant Interaction*  
*Attitude toward Authority                  Work Appearance                  Relationship with Co-workers                  Leadership Skills*

Do you understand that your pay may vary according to your performance? **If so, initial here:** \_\_\_\_\_

2. Your job description will include a variety of tasks and you will receive information about those tasks prior to your first day of work. You will also receive training after your arrival. Within ten days to two weeks after your arrival, we expect you to know all of the basics of your job. **Please indicate that you understand by initialing:** \_\_\_\_\_

3. Along with your assigned tasks, you will be expected to go out of your way to be hospitable, i.e., to learn guests names and where they are from, to sit and converse with them at meals, etc. **Please indicate that you understand by initialing:** \_\_\_\_\_

4. We require staff to attend all staff meetings. **Please indicate that you understand by initialing:** \_\_\_\_\_

5. We reserve the right to establish a curfew and restrict employee dating. **Please indicate that you understand by initialing:** \_\_\_\_\_

6. We ask that all new staff give a two year summer commitment. **Please indicate that you understand by initialing:** \_\_\_\_\_

7. When you apply, we assume that you will be available to work from the beginning of staff training through the first full week of August. You may be released prior to these dates based on bookings or at the discretion of Management. **Please indicate that you understand by initialing:** \_\_\_\_\_ List any potential conflicts with these dates. \_\_\_\_\_

8. Salary for summer programs will be: first-year Field Staff: \$250/wk, first-year Volunteer Staff: \$100/wk, other positions may vary.

9. All summer program salaries include room and board valued at (\$150/wk).

**PERSONAL QUESTIONNAIRE** (On a separate sheet of paper answer the following questions, please type.)

- Write a brief description of yourself: interests, important things in your life, how you came to know God, your future goals, etc.
- What service/volunteer activities have you been involved in recently? Describe your philosophy in serving others.
- Describe any leadership roles you have held. Describe your attitude toward leadership and authority.
- Have you ever participated in an outdoor program? Describe your experience. What did you gain/learn from the experience?
- Why do you want to serve on the staff of Wilderness Expeditions?
- Why do you think you would be an asset to the Wilderness Expeditions team?
- Please list any musical skills or other talents.

Attach a recent photograph to the upper right of the front page (not required).

If you have not heard from us by February 15, all positions have probably been filled. We encourage you to apply again next year!

PLEASE COMPLETE ALL REQUESTED INFORMATION AND MAIL TO:

WILDERNESS EXPEDITIONS, INC. c/o Applicant Processing 7870 WEST HIGHWAY 50 SALIDA, COLORADO 81201