



◆ Challenge Education Center ◆ Camping and Retreats Center ◆ Environmental Resource Center ◆

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

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Date Current Address Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Earliest Date you are able to begin Employment: \_\_\_\_\_

Latest Date you are able to leave Employment: \_\_\_\_\_

For Office Use Only:

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Training Period: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Does applicant have ability to perform each of the essential functions of this position? \_\_\_\_\_

Bradford Woods, 5040 State Road 67 North, Martinsville, IN 46151  
(765) 342-2915 Voice or (765) 349-5117 TTY  
Fax: (765) 349-1086

**We are an equal opportunity employer. If you need any specialized assistance filling out this application please contact us at one of the above numbers.**

**Position Applying For:** \_\_\_\_\_

*\*\*Please Note: All Residential Staff must be 18 years of age or older. Thank you.*

**EDUCATION HISTORY:**

High School: \_\_\_\_\_ Years Completed: \_\_\_ Fr. \_\_\_ Soph. \_\_\_ Jr. \_\_\_ Sr.

College/University: \_\_\_\_\_  
Location: \_\_\_\_\_  
Years Completed: \_\_\_\_\_  
Degree/Major: \_\_\_\_\_

**CAMPING/OUTDOOR EDUCATION/LEADERSHIP TRAINING EXPERIENCE:**

Camp/Center/Program: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Camp/Center/Program: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Camp/Center/Program: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER WORK EXPERIENCE (paid or volunteer):**

Employer: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_  
Position Held & Dates: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

## PERSONAL ASSESSMENT

What unique contribution do you personally bring to the position for which you are applying?

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Describe your goals and/or objectives for the position for which you are applying.

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Describe any experience (personal, volunteer, or paid) with individuals who have disabilities.

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Describe any experience (personal, volunteer, or paid) you have with camping, environmental education, or challenge education. (Experience not required for all positions.)

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Is there any additional information you would like us to consider when reviewing this application?

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Have you ever been convicted or, plead guilty to, any felony or misdemeanor? Yes/No If yes, please identify the offense(s) and dates of the conviction or guilty plea. \_\_\_\_\_

\*\*Contingent upon hire, candidates will be asked to submit to a national background check. A supplemental form will be provided to you to provide additional information and authorization prior to search being conducted.

Was a person under the age of 18 the victim of any offense identified in response to the proceeding question?

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Do you have any charges pending for any offense in which a person under the age of 18 is the alleged victim?

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**\*\*All candidates for hire at Bradford Woods may also be screened with reference to the registry of child sex offenders maintained pursuant to Indiana Public Law 11-1994, commonly referred to as "Zachary's Law." No person listed on the registry will be employed as a new hire at Bradford Woods, and all current employees may be checked against the registry on a regular basis.**

Two letters of reference must be received prior to interview. Please list the names of the two persons to whom professional and character references are being mailed.

	Reference 1	Reference 2
Name	_____	_____
Relationship	_____	_____
Address	_____	_____
Phone Number	_____	_____

**CERTIFICATIONS:** (Not required for all positions)

<u>Aquatics:</u>	<u>Expiration Date</u>	<u>Other Outdoor Certifications:</u>	<u>Date Received</u>
Lifeguard Certification	_____	Ropes Course Certification	_____
w/Waterfront Module	_____	Outdoor Living Skills Instructor	_____
Water Safety Instructor	_____	Archery Instructor	_____
Small Craft Instructor	_____		

<u>First Aid:</u>		<u>Vehicles (check all that apply)</u>	<u>Exp. Date</u>
Standard	_____	Valid Drivers License	_____
Advanced	_____	Public Passengers Chauffeurs	_____
CPR	_____	Commercial Drivers (CDL)	_____
CPR for Professional	_____	<b>**Bradford Woods may require a driving record to be brought with you if transport of passengers is a required part of your position.</b>	
CPR Instructor	_____		
Wilderness First Aid	_____		
Wilderness First Responder	_____		

**Related Training:** \_\_\_\_\_

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BRADFORD WOODS OUTDOOR CENTER IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICATIONS ARE REVIEWED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, OR DISABILITY.

**I understand, once hired, that the presentation of a certificate of satisfactory physical examination may be required.**

\_\_\_\_\_

Date

Signature of Applicant