

SEASONAL EMPLOYMENT APPLICATION



Alaska Wildland Adventures, Kenai Fjords Glacier Lodge, and Kenai Backcountry Lodge are equal opportunity employers.

INSTRUCTIONS. Completely fill out all of the information requested for the position(s) that you are applying for. We encourage all applicants to apply for more than one position, in case your first choice is not available. Please print in ink (or type) and add additional pages if needed. **All applicants MUST also include a 1-2 page cover letter and resume along with your application.**

Name: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____

Referred by: _____

Position(s) applying for: _____

Dates of Availability: _____

Education (applicable to position sought):

List any certifications(i.e. WFR, EMT, BCU, etc) or professional licenses(i.e. CDL, USCG, etc.) you currently hold, or have held (list expiration dates):

Have you ever previously worked for any of our locations (AWA, KFGL, and/or KBL)? Yes No

If you are hired, can you provide proof that you are eligible to work in the United States? Yes No

Have you ever been terminated from employment or resigned to avoid being terminated? Yes No
If yes, please explain:

Have you ever been convicted of a felony? Yes No. If yes, explain (*a yes does not automatically disqualify you from employment, all circumstances will be considered*):

SKILL INVENTORY: Please rate your abilities from 1 to 10 in the following categories (1 = no experience; 10 = very knowledgeable and can instruct). Attach any related comments to applicable categories. It is not necessary for you to have high ratings in every area to be considered for employment. We seek only your honest assessment.

Interpersonal Skills, Work Habits, and Other Qualities

(All applicants.)

_____	Get along with others	_____	Act sensibly in emergencies
_____	Be aware of your emotions and moods	_____	Talk amiably with new acquaintances
_____	Follow the leadership of your supervisor or co-workers	_____	Be cheerful when a guest complains about the weather
_____	Communicate effectively with others	_____	Admit your mistakes
_____	Initiate work even when not requested	_____	Lead co-workers and assistants
_____	Work as a team member	_____	Plan your own work schedule
_____	Pay attention to details	_____	Function at 100% in the face of difficulties
_____	Think on your feet and turn a potentially negative situation into a positive one	_____	Honesty in filling out forms such as these!

Natural History Knowledge and Interpretation

(Outdoor leadership and safari driver applicants only.)

_____	Interpretation skills	_____	Plants and wildflowers
_____	General natural history	_____	Birds
_____	Alaska natural history	_____	Mammals (Terrestrial)
_____	Alaska cultural history	_____	Mammals (Marine)
_____	Geology	_____	Other:

Outdoor Skills

(Outdoor leadership applicants only.)

_____	Camping	_____	Reading water
_____	Outdoor cooking	_____	White water rafting (oar frame)
_____	Outboard motor operation	_____	Sea-kayaking
_____	Campfire entertainment	_____	Spin cast fishing
_____	Principles of dressing for the outdoors	_____	Fly-fishing
_____	Ability to build a fire in a rainstorm with only dry matches	_____	Keep novices comfortable outdoors
_____	Hiking		

Driving Skills

(Outdoor leadership, driver, and maintenance applicants only.)

_____	Driving 20 passenger buses	_____	Driving 15 passenger vans
_____	Maneuvering and backing vehicles with trailers	_____	Professional driver training
_____	Defensive driving skills	_____	Vehicle care and maintenance
_____	Responsible record keeping	_____	Other: _____.

Mechanical and Building Skills
(Maintenance and driver positions only.)

_____	Troubleshooting and repairing outboard motors	_____	Carpentry
_____	Troubleshooting and repairing vehicles	_____	Construction
_____	Troubleshooting and repairing generators	_____	Plumbing
_____	Preventative maintenance of vehicles	_____	Electrical
			Other: _____.

Hospitality Service Skills and Experience
(If applicable.)

_____	Housekeeping methods	_____	Food ordering
_____	Dishwashing systems	_____	Cooking (chef level)
_____	Prep cooking	_____	Grounds keeping
_____	Meal presentation	_____	Gardening
_____	Menu planning	_____	General cleaning

Office Skills
(If applicable.)

_____	Data processing	_____	Word Processing
_____	Typing	_____	Filing
_____	Bookkeeping/accounting	_____	Phone reception
_____	Guest reception	_____	Retail sales
_____	Correspondence composition	_____	Computer use (list systems used)
			_____.

COMPLETE THE FOLLOWING SECTION IF YOU ARE APPLYING FOR A DRIVER, MAINTENANCE, OR AN OUTDOOR LEADERSHIP POSITION:

- Insurance requirements dictate minimum age(s) for positions required to drive.
Are you 21 years of age or older? Yes No Birth Date: _____
- Do you have a valid driver license? Yes No State issued: _____
List endorsements: _____.

Please describe you driving record and experience (include number of years of driving experience and any moving violations you have received):

FOR DRIVER APPLICANTS ONLY: Provide a current copy (within 30 days) of your Motor Vehicle Record (available at your local Department of Motor Vehicles).

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A OUTDOOR LEADERSHIP, DRIVER, HOSPITALITY, OFFICE ASSISTANT, OR MAINTENANCE POSITION. *Use extra paper if you prefer.*

1. Describe your specific skills (i.e. driving, cooking, mechanical, typing, etc.) in the area for which you are applying:

2. Concerning job performance in the area for which you are applying, what are the most important things to remember?

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR AN OUTDOOR LEADERSHIP POSITION. *Use extra paper if you prefer.*

1. Please describe your natural history interpretation/ teaching experience.

2. Please describe your rafting skills and experience, if any. If you would like to be considered as a KFGL guide, please describe your sea-kayaking skills. Also, please describe other types of boating experience and skills. For those applying for a Fish Guide position, please describe your fishing skills and experience (as well as your boating experience).

3. If hired, can you provide written documentation (provided by a boat owner, co-worker, or previous employer) that you have at least 90 days of boating experience or sea service to the United States Coast Guard? These 90 days of sea service can come from the following boating experience, motorized (as passenger, crew, or operator) and/or non-motorized (sailing, rafting, drift boat). *Please note that the Coast Guard does NOT accept kayaking or canoeing for sea service.*

REFERENCES. Please list the names, their title or occupation, and phone numbers of four persons, unrelated to you, to serve as your references. They must be able to comment on your work-related qualifications for the position(s) that you have applied for, as well as on personal qualities that may be relevant. We prefer at least two references being current or past supervisors.

- 1. _____ Phone: _____
- 2. _____ Phone: _____
- 3. _____ Phone: _____
- 4. _____ Phone: _____

LOCATION/LODGE PREFERENCE. Please check which location you would like to be considered for.

_____ Kenai Riverside Lodge _____ Kenai Fjords Glacier Lodge _____ Kenai Backcountry Lodge
_____ No preference, consider me for all locations

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING:

I understand that this is an application for employment, and that it does not guarantee that I will be offered employment with Alaska Wildland Adventures (AWA), Kenai Fjords Glacier Lodge (KFGL) and/or Kenai Backcountry Lodge (KBL). The information that I have provided (or will provide) in my cover letter, resume, application, and oral interviews is true and may be verified by AWA, KFGL and/or KBL. If I have made any false or misleading statements in my application materials, then AWA , KFGL and/or KBL shall have just and sufficient cause for refusal to hire, or if hired, termination.

The former employers, schools, persons, and other organizations that I have referenced in my application materials may provide AWA , KFGL and/or KBL any information relevant to this application. I hereby release all such parties from all liability from any damages, which may result for furnishing such information.

If employed, I agree to adhere to all personnel policies set forth by AWA, KFGL and/or KBL. I understand that for some positions, employment offers may be conditional upon passing a pre-employment physical and/or drug screen. I also understand that if hired, the length of my employment is not guaranteed.

I have read, understood, and agree to the statements above.

Signature: _____ Date: _____

SEND THIS APPLICATION, ALONG WITH A ONE TO TWO PAGE LETTER OF INTRODUCTION, AND A CURRENT RESUME TO:

Program Director
Alaska Wildland Adventures
P.O. Box 389
Girdwood, AK 99587

Phone: (907) 341-0112 Fax: (907) 783-3354

Note: *If you have already sent a resume and cover letter, then you do not have to send them a second time. We will send you a postcard or an Email confirming that we have received your application. We expect to fill most positions by mid to late-April.*

Please check here if you have already sent a resume and cover letter so we can add it to your file.