



Dear Applicant;

Wolf Ridge is now accepting applications for all summer positions. We are assembling a staff team who will work together to facilitate fun and educational learning adventures for diverse groups of participants.

For more information in regards to the dates of employment, qualifications, responsibilities and compensation for the positions, visit our website at [www.wolf-ridge.org](http://www.wolf-ridge.org). Please read over the materials carefully, fill out the application materials, and return them to Wolf Ridge at the address below

To apply

- Complete an application form including any requested interest or experience summary sheets
- Have **three** references fill out the reference forms and send them directly to Wolf Ridge

Once all application materials have been completed and received by Wolf Ridge, qualified applicants will have a telephone or in-person interview and asked to complete the background check authorization forms found on the website. These forms are required prior to being formally hired at Wolf Ridge.

Please feel free to e-mail me at "[jenny.bushmaker@wolf-ridge.org](mailto:jenny.bushmaker@wolf-ridge.org)" (include "summer job" in the subject line) or call me at 800-523-2733 (MN and WI only) or 218-353-7414 ext. 110 if you have any questions about the application or the programs.

I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Jenny Bushmaker".

Jenny Bushmaker  
Summer Youth Program Director



# Employment Application

Wolf Ridge Environmental Learning Center  
 6282 Cranberry Rd  
 Finland, MN 55603  
 218-353-7414  
 218-353-7762 Fax  
[www.wolf-ridge.org](http://www.wolf-ridge.org)  
 An Equal Opportunity Employer

Persons needing accommodations in accordance with the Americans with Disabilities Act please notify the Wolf Ridge ELC Office.

<b>Today's Date</b>			
<b>1. Print Name:</b>			
Last	First	Middle	
<b>2. Current Address:</b>			
Number & Street Name		Apartment Number	
City	County	State	Zip Code
<b>3. Mailing Address:</b> (If different from above)			
Number & Street Name		Apartment Number	
City	County	State	Zip Code
<b>4. Personal Phone:</b>		<b>5. Mobile/Cell Phone:</b>	
Area Code and Number		Area Code and Number	
<b>6. Previous Residence:</b>			
Number & Street Name		Apartment Number	
City	County	State	Zip Code
<b>7. E-mail Address:</b>			
E-mail Address			
<b>8. Gender (please circle):</b> Male / Female			
<b>9. Type of Employment Sought (check all that apply) - Please rank your interest in the following positions (Wolf Ridge does its best to match interests with programming needs) For specific job descriptions, visit:</b> <a href="http://www.wolf-ridge.org/programs/summer_camp/summer_jobs.shtml">http://www.wolf-ridge.org/programs/summer_camp/summer_jobs.shtml</a>			
<b>General Summer Programming Positions:</b>			
___ Summer Naturalist			
___ Summer Naturalist & Wilderness Trip Leader (overlap with Summer Camp) - (Complete attached Wilderness Experience Summary in item 31)			
___ Family Programs & Road Scholar On-site Coordinator - (Complete attached Interest Summary in item 29)			
___ Credit Camp Naturalist (Complete attached Interest Summary in item 33)			
___ Wolf Ridge Naturalist on the Shore- (Complete attached Interest Summary in item 30)			
___ Wolf Ridge Animal Care and Education Internship (Complete attached Interest Summary in item 32)			
<b>Summer Camp Positions:</b>			
___ Program Director			
___ Director of Counselors			
___ Director of Health Services			
___ Summer Camp Counselor			
___ Summer Camp Counselor & Assistant Wilderness Trip Leader - (Complete attached Wilderness Experience Summary in item 31)			
<b>10. Are you either a U. S. Citizen or an alien authorized to work in the U.S.?</b>			
Yes? <input type="checkbox"/>			
No? <input type="checkbox"/>			

<b>11. Education and Training</b> (include seminars, workshops, conferences and on-the-Job training):					
School/Location/Sponsor	Course of Study	Degree or Certificate		Date Obtained	
High School/GED		YES	NO		
Technical/Trade/Vocational School					
Community College					
College/University					
College/University					
Other					

<b>12. Specific additional skills which you feel may contribute to your ability to perform the position you are seeking</b> (in the spaces below, list the equipment with which you have had experience or any special skills you might have):					
Specialty Skills (i.e., program development, instruments, sports, recreational equipment, etc)	Years	Months	Specialty Skills (i.e., program development, instruments, sports, recreational equipment, etc)	Years	Months

**13. Describe the experiences you feel have significantly contributed to your developing your skills and aptitudes for the position you are seeking (Attach extra sheets if necessary)**

**14. Do you have experience teaching or developing programs? If yes, please describe your experiences. (Attach extra sheets if necessary) Would you prefer to teach children from pre-K through grade 12 or participants age 18 – 99.**

Blank space for response to question 14.

**15. Briefly describe your experience working with children. Please include the ages you have worked with. (Attach extra sheets if necessary)**

Blank space for response to question 15.

**16. List active licenses, certificates or registrations, and expiration date(s):** Standard First Aid, CPR, and Lifeguard/Wilderness Water Safety certifications are required for all positions. Trip leading requires a minimum level of Wilderness First Aid.

Certification _____	Expiration Date _____
Certification _____	Expiration Date _____
Certification _____	Expiration Date _____
Certification _____	Expiration Date _____
Certification _____	Expiration Date _____

**17. List any Volunteer experience or organization(s) to which you belong which you consider relevant to your ability to perform the job:**

Organization: _____	From: _____ To: _____
Organization Address: _____ City, State & Zip Code	Phone: _____
Organization: _____	From: _____ To: _____
Organization Address: _____ City, State & Zip Code	Phone: _____
Organization: _____	From: _____ To: _____
Organization Address: _____ City, State & Zip Code	Phone: _____

**YOU MUST COMPLETE THE WORK HISTORY SECTION OF THIS APPLICATION.** List your most recent employer first. If currently unemployed, leave present employer section of this application blank. **Include any unpaid work experience as well as military service.** If you held more than one position with the same employer, list each position separately. You must account for all periods of time for at least the last seven (7) years. If desired, include a resume or additional pages, which will help clarify your work experience. If a resume is attached, be sure that month/year for each employment is reflected on the resume and coincides with the Work History section of this application. If additional space is needed put the information in Item 28.

**18. Present Employer:** \_\_\_\_\_  
 Business Name

Business Address: \_\_\_\_\_  
 City, State & Zip Code

Phone No: \_\_\_\_\_ Number You Supervised: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_  
 Month, Day & Year

To: \_\_\_\_\_  
 Month, Day & Year  
 Full Time  Part Time

Number of hours worked per week: \_\_\_\_\_

Last Salary: \_\_\_\_\_ Per/ \_\_\_\_\_

Duties in Detail: \_\_\_\_\_

May we contact employer?  Yes  No, explain in Item 28.

**19. Past Employer:** \_\_\_\_\_  
 Business Name

Business Address: \_\_\_\_\_  
 City, State & Zip Code

Phone No. \_\_\_\_\_ Number You Supervised: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_  
 Month, Day & Year

To: \_\_\_\_\_  
 Month, Day & Year  
 Full Time  Part Time

Number of hours worked per week: \_\_\_\_\_

Last Salary: \_\_\_\_\_ Per/ \_\_\_\_\_

Duties in Detail: \_\_\_\_\_

May we contact employer?  Yes  No, explain in Item 28.

**20. Past Employer:** \_\_\_\_\_  
 Business Name

Business Address: \_\_\_\_\_  
 City, State & Zip Code

Phone No. \_\_\_\_\_ Number You Supervised: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

From: \_\_\_\_\_  
 Month, Day & Year

To: \_\_\_\_\_  
 Month, Day & Year  
 Full Time  Part Time

Number of hours worked per week: \_\_\_\_\_

Last Salary: \_\_\_\_\_ Per/ \_\_\_\_\_

Duties in Detail: \_\_\_\_\_

May we contact employer?  Yes  No, explain in Item 28.

<b>MISCELLANEOUS</b>		
Answer the following questions by circling "Yes" or "No." It is imperative that you provide detailed information when requested, e.g., dates, types, etc., in Item 28.		
<b>21.</b>	Are you able to perform the essential functions of the position with or without reasonable accommodations? If no, explain in Item 28, page 7.	Yes No
<b>22.</b>	Have you received any citations for moving traffic violations during the last five (5) years? If yes, explain in Item 28, page 7.	Yes No
<b>23.</b>	Have you ever been discharged for any reason from any job? If yes, explain in Item 28, page 7.	Yes No
<b>24.</b>	Have you ever been employed by Wolf Ridge Environmental Learning Center? If yes, indicate in Item 28, page 7 date(s) of employment. Department(s)/Division(s), position(s) and reason for leaving.	Yes No
<b>25.</b>	Are any members of your family or relatives (by blood or marriage) employed by Wolf Ridge Environmental Learning Center? If yes, indicate in Item 28, page 7 their name(s), Department(s)/Division(s), and relationship.	Yes No
<b>26.</b>	Do you possess a current, <b>VALID*</b> driver license? If no, explain in Item 28, page 7. <b>*VALID:</b> Issued license has not expired nor has been revoked or suspended within the past five (5) years. (Suspensions for non-moving violations will be considered on a case-by-case basis.)	Yes No
<b>NOTE:</b> If you are hired by the Center and the position for which you are hired requires the operation of a Center vehicle or equipment or if you drive any Center vehicles or equipment, you must have and maintain a <b>VALID</b> Driver License that meets Wolf Ridge Environmental Learning Center's requirements of a good driving record and that which is required by the position. Your driving record will be checked with the Minnesota Department of Motor Vehicles.		

**READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE APPLICATION BELOW**

Wolf Ridge Environmental Learning Center is authorized to verify any or all of the information contained herein. By my signature below, I hereby authorize the release of all information related to my application for employment service, including, but not limited to, military service, education and employment history.

A false answer to any question(s), in this application may be grounds for non-selection, or for termination after you begin work. All statements are subject to investigation, including a check of your education, training and experience statements. All information you give will be considered in reviewing your application.

I hereby certify that all statements made in this application and attached resume if included, are true. I understand that any misstatement, misrepresentation material omission or falsification of facts shall cause forfeiture of all rights to employment service with Wolf Ridge Environmental Learning Center. I understand that after a conditional offer of employment service, the following tests may be required as a condition of employment service with Wolf Ridge Environmental Learning Center, drug screen, medical evaluation, background check, driver's license records check, credit report, criminal history check and a physical demonstration of job-related skills.

If accepted for employment service I agree to abide by and comply with all rules, regulations, policies and procedures of Wolf Ridge Environmental Learning Center. I understand that my employment with Wolf Ridge Environmental Learning Center is at-will, that I have the right to terminate my employment at any time with or without cause, and that the Center has the same right. I understand that no representative of the employer has any authority to enter into any agreement with me contrary to the policies and practices of Wolf Ridge Environmental Learning Center.

**Applicant's Signature - In Ink:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Rev **27. Indicate item number, if continuation of an answer(s), or additional comment(s).**

Item Number	Answer(s) or Addition Comment(s).

**28. Road Scholars/Family Vacation Interest Sheet**

Describe your experiences working with Road Scholars, Families, and/or multi-generational groups:

Provide examples for both the rewards and the challenges that can accompany working with Road Scholar, Family, and/or multi-generational groups:

Scenario question – You are the coordinator/lead instructor for a group who is scheduled for a day long field trip to a nearby State Park, but the bus doesn't show up. How do you handle this situation? List the actions/steps you take to ensure the day is successful?



**29. Wolf Ridge Naturalist on the Shore Interest Form**

Describe your experiences working with general public groups of various ages and abilities

Provide examples for both the rewards and the challenges that can accompany working with general public groups of various ages and abilities

Scenario Question – Describe how you would modify a scheduled Wild Flower Hike when you had planned the hike for 12 people but 45 people showed up to participate. How do you handle this situation? List the actions/steps you take to ensure the program is successful.

**30. Wilderness Experience Summary – Starting with the most recent, list professional wilderness leadership experiences in any remaining spaces, list personal wilderness experiences – designate leadership vs. participant roles. If you deem it necessary, attach additional sheets.**

Dates	Role – Leader (L) / Participant (P)	Trip Type/ Length/ Location	Group Type	Brief Description/ Comments

Describe a challenging wilderness leadership experience that required you to use your judgment to make a decision that ended up being “WRONG”

Describe a challenging wilderness leadership experience that required you to use your judgment to make a decision that ended up being “RIGHT”

**31. Summer Animal Care and Education Internship**

What experiences do you have working with animals

Why do you feel this position this position is a good fit for you

What do you hope to gain from this position

**32. Credit Camp Naturalist – attach extra sheets if necessary**

What important things do you think about when developing lesson plans for kids in high school and middle school

What skills do you believe are important when teaching high school and middle school students who are earning credit for participating in these programs (both high school and/or college credit)

Please describe your comfortable level teaching for up to 12 hours a day, which includes indoor classroom work, outdoor research and wilderness trips

How would you motivate a student who is struggling to complete their work

