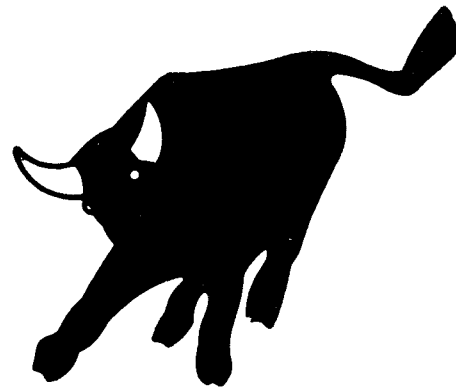


Join the Philmont Team!

Philmont Scout Ranch

CIMARRON, NEW MEXICO 87714



Seasonal Staff Application

INFORMATION ABOUT EMPLOYMENT

Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo Mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 20,000 participants.

Opportunities to serve Scouting as a member of the Philmont staff are available to outstanding applicants. Competition for employment is keen; the jobs demanding; the experience exhilarating.

Applicants are considered for positions without regard to race, color, religion, sex, national origin, age (if over 18), marital status, veteran status or the presence of a health problem or handicap that is unrelated to your ability to perform the jobs requested.

■ The preferred minimum age requirement is 18. Boy Scouts of America standards require age 21 minimum for some positions as indicated on page 2.

■ Form I-9 **Employment Eligibility Verification** is required. Complete Part 1 and return Form I-9 with your application for employment. Also a photocopy of two forms of identification (suggest driver's license, social security or student ID card).

■ The staff is employed from approximately June 5 until August 25. Length of employment varies with job assignment.

■ Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins.

■ The principles of the Scout Oath or Promise and Law must be practiced as a way of life.

■ The staff is expected to set an example of excellence in Scouting which includes the proper wearing of the uniform.

■ Salary is based on position responsibility with consideration given to the individual's experience.

■ References are important! Have a member of your local council professional staff write a letter of recommendation for you or use the Philmont reference form. This letter should be mailed about the same time you mail your application.

■ Review the list of jobs in the various departments and indicate three preferences on the application. A brief resume' of your experience for each of your choices is requested.

■ Some positions require some vehicle driving. You must supply a current driving record from your state of license to qualify for such a position.

■ Mail your application early. Opportunities for employment are better for those who apply prior to January 1. Philmont will notify you when a decision is reached.

■ Mailing address: SEASONAL PERSONNEL, PHILMONT SCOUT RANCH,
CIMARRON, NEW MEXICO 87714

REPRESENTATIVE PHILMONT JOBS

ADMINISTRATION

D Bookkeeping Clerk

Office Support
Clerk-Typist

BUSINESS

Food Service

A Production Manager
A Cook
Assistant Cook
Backcountry Cook
A Food Service Mgr. & Asst.
Food Service Staff

Commissary

AP Commissary Manager
Backcountry Commissary Mgr.
Commissary Clerk
AD Truck Driver 2 ton truck

Trading Post

AP HQ Trading Post Mgr.
HQ Asst. TP Mgr.
AD Warehouse Mgr.
Training Center TP Mgr.
Trading Post/Snack Bar Clerk
Backcountry TP Mgr.

CAMPING

Administration

APD Coordinator, CHQ Operations
A Seasonal Registrar
Clerk-Typist

Security

AD Supervisor
AD Staff

Conservation

APD Director of Conservation
APD Assoc. Director of Conservation
P Conservation Crew Foreman
P Trail Crew Foreman
Trail Construction Supervisor
Conservation Staff

Logistics Services

APD Manager
APD Asst. Manager
APD Transportation Manager
PD Staff

Headquarters Activities

AD Manager
D Staff

Headquarters Services

A Manager
Asst. Manager
A Postmaster
D Backcountry Equipment Clerk
Services Staff

News & Information

AP Manager
Asst. Manager
Clerk/Typist
A Photo Lab Manager
Photographer

Medical

APD Health Lodge Service Mgr.
A Medic
Medical Secretary
A Nurse
AD Health Lodge Driver

Headquarters Maintenance

D Staff

Quartermaster

D Equip. & Tent Repair Mgr.
Tent Repair Helper
Warehouse Clerk

Custodial Staff

Custodian
Housekeeper/Laundress
Lawn Maintenance

MUSEUM

Receptionist/Sales Clerk

RANCH

Horse Dept.

APD Horseman
Wrangler (200 lbs. max. wt.)

BACKCOUNTRY

AP Camp Director
Program Counselor

Backcountry Programs

Adobe Making/Construction
A Archaeologist
Archaeology
Black Powder Weapons
Blacksmithing
Burro Packing/Racing
Environment/Ecology/Nature
Fishing/Fly Tying
Gold Mining/Panning
Indian Ethnology
Logging Skills
Mountain Livin' (backwoods skills)
A Rifle Range Officer
A Rifle Instructor
Rock Climbing
Ropes & Challenge
A Shotgun
Trapping
Western Lore

Rangers

APD Chief Ranger
APD Assoc. Chief Ranger
Clerk/Typist
PD Rayado Trek Coordinator
PD Mountain Trek Coordinator
P Training Ranger
Ranger

TRAINING CENTER

Service Support

AD Manager
D Services Staff
A Tent City Manager
Asst. Tent City Manager

Family Programs

AD Manager
AD Asst. Manager
A Nursery Leader (boys & girls 2 and under)
A Small Fry Leader (boys & girls 2-5)
A Nina Leader (girls 6-7)
A Lobo Leader (boys 6-7)
A Chica Leader (girls 8-9-10)
A Cub Leader (boys 8-9)
A Webelos Leader (boys 10)
A Muchacha Leader (girls 11-12-13)
A Los Jovenes Leader (boys & girls 14-20)
A Senora/Senor Leader (Women and men 21 +)
Asst. for each above age group
A Handicraft Manager
Handicraft Assistant
Villa Hostess
Pony Wrangler

Rocky Mountain Scout Camp

AD Director
AD Scoutmaster
Staff Member

OTHER CAPABILITIES (not Positions)

Typing (WPM)
Backpacking
Scout Skills (.....)
Song Leading
Story Telling
Campfire Leadership
Living History
Public Speaking
Playing a musical Instrument
Kind?
Ability to memorize
Horse riding
Square Dance Calling
Wood Working
Reloading (rifle, shotgun)

INSTRUCTIONS

Use this page to give us a better understanding of your interests, experience and instructional experience.

Code for symbols in front of positions — D, some driving required — P, previous Philmont experience required — A, age 21 required.

Circle or highlight any job, program or skill you have experienced; either as a participant or instructor and elaborate in your resume'.

DO NOT DETACH

SEASONAL EMPLOYMENT APPLICATION

SEASON OF
Year

PLEASE TYPE OR PRINT

Name Last First Middle

Present Address Street City State Zip Area Code & Phone No.

Permanent Address (If Different) Street City State Zip Area Code & Phone No.

..... Social Security Number Driver's License Number State Date of Birth, If under 18

..... Name and Phone Number of Person to Contact in Emergency

Have you ever been convicted of a felony? (You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.) Yes No. Conviction of a crime is not an automatic bar to employment — all circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

Do you have any physical disabilities which might interfere with performance of the job for which you are applying? Yes No.

If yes, explain

CHOICES OF EMPLOYMENT

DEPARTMENT

POSITION

First Choice

Second Choice

Third Choice

NOTE: Enclose brief resume' of your experience regarding each of your choices and be sure to complete information on facing page. If your choices involve driving a BSA vehicle, you must submit a current motor vehicle record at your expense.

Date Available For Employment — (Be Specific) — From To

PREVIOUS HIGH ADVENTURE BASE EXPERIENCE

Past Staff Position Location Year(s)

Other High Adventure Experience: Year(s) Where?

YOUTH ORGANIZATION EXPERIENCE

Currently Registered as Unit No. Council/Organization

No. Years of Tenure as Youth as Adult

Offices Held

Achievements

Have you ever served on a camp staff? When/Where?

Describe Leadership Experience

Describe Special Training Completed

List current certifications (First Aid, CPR, EMT, Rifle, etc.)

Indicate your hobbies and special interests

EDUCATIONAL BACKGROUND

	<u>NAME & LOCATION</u>	<u>NO. OF YEARS ATTENDED</u>	<u>MAJOR</u>	<u>DEGREE</u>
High School
College
Other
	Scholastic Honors
	Sports
	Activities
	Offices Held
	Final Average or Rank in Class	Number in Class

EMPLOYMENT

Present or Most Recent Employer May we contact?YesNo

Address Phone Number

From To Job Title Supervisor's Name

Description Of Duties (Indicate significant responsibilities, accomplishments, & contributions)

.....

Reason for Leaving:

Have you ever been discharged or asked to resign from any job?YesNo.

If Yes, why?

REFERENCES: Give names and addresses of 3 persons (not relatives) who have knowledge of your character, experience and ability.

Name	Address & City	Telephone
.....
.....
.....

You are expected to reside in housing provided by Philmont. If you need family housing, attach a separate letter detailing extent of request giving age and sex of each dependent. Family housing will not be available without a written request approved by the director. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for summer employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all of the BSA policies, program, and management including those described in this application. I further agree to submit a completed Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge.

.....
Signature	Date
.....
Signature of Parent if under 18	Date

EMPLOYMENT ELIGIBILITY VERIFICATION

1 **EMPLOYEE INFORMATION AND VERIFICATION:** (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Maiden
Address: Street Name and Number	City	State	ZIP Code
Date of Birth (Month/Day/Year)		Social Security Number	

I attest, under penalty of perjury, that I am (check a box):

- A citizen or national of the United States.
- An alien lawfully admitted for permanent residence (Alien Number A _____).
- An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____, or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)
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PREPARER/TRANSLATOR CERTIFICATION (If prepared by other than the individual). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)
Address (Street Name and Number)	City State Zip Code

2 **EMPLOYER REVIEW AND VERIFICATION:** (To be completed and signed by employer.)

Examine one document from those in List A and check the correct box, or examine one document from List B and one from List C and check the correct boxes. Provide the **Document Identification Number** and **Expiration Date**, for the document checked in that column.

List A Identity and Employment Eligibility	List B Identity	and List C Employment Eligibility
<input type="checkbox"/> United States Passport <input type="checkbox"/> Certificate of United States Citizenship <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> Alien Registration Card with photograph Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> A State issued driver's license or I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____ <input type="checkbox"/> U.S. Military Card <input type="checkbox"/> Other (Specify document and issuing authority) _____ Document Identification # _____ Expiration Date (if any) _____	<input type="checkbox"/> Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> A birth certificate issued by State, county, or municipal authority bearing a seal or other certification <input type="checkbox"/> Unexpired INS Employment Authorization Specify form # _____ Document Identification # _____ Expiration Date (if any) _____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine, relate to the individual named, and that the individual, to the best of my knowledge, is authorized to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A. It will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form may be a violation of 8 USC §1324A and may result in a civil money penalty.

Section 1. Employee's/Preparer's instructions for completing this form.

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number *or* Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If the employee is assisted with completing this form, the person assisting must certify the form by signing it, and printing or typing his or her complete name and address.

Section 2. Employer's instructions for completing this form.

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment authorization, and:

- checking the appropriate box in List A *or* boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of aliens upon expiration of any employment authorization documents, should they desire to continue the alien's employment.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Employers may photocopy or reprint this form, as necessary, for their use.

RETENTION OF RECORDS.

After completion of this form, it must be retained by the employer during the period beginning on the date of hiring and ending:

- three years after the date of such hiring, or;
- one year after the date the individual's employment is terminated, whichever is later.

PHILMONT REFERENCE FORM

_____ is applying for a seasonal position at Philmont where over six hundred staff members are employed each summer. This staff is responsible for hosting some 20,000 Scouts, Explorers, Advisors, and Training Center Conference participants each summer. The success of Philmont's operation depends upon its staff. Mature, competent, topflight people are required to fulfill this weighty responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to: Philmont Scout Ranch, Personnel Department, Cimarron, NM 87714.

How well do you know this applicant?

very well rather well casually do not know this person

Please circle the phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.

APPEARANCE: (grooming, dress)	flawless	well-groomed	generally neat	slovenly
DEPENDABILITY:	exceptional	usually dependable	requires supervision	irresponsible
INITIATIVE:	resourceful self-motivated	industrious	has necessary drive	indifferent
PERSONALITY:	bland	pleasing	outgoing	magnetic
COOPERATION WITH PEERS:	inspires confidence	cooperates willingly	usually cooperative	obstructionist
LEADERSHIP:	inspirational	able to take charge	good team member	incapable of leading
ATTITUDE:	always enthusiastic	positive	generally acceptable	negative
COMMON SENSE:	lacking	needs experience	usually sound	always uses sound judgment
ORAL EXPRESSION:	eloquent	fluent, excellent grammar & vocabulary	satisfactory	limited
INTEGRITY:	always trustworthy	generally reliable	sometimes lacking	can't be trusted

What, in your estimation, is this person's greatest ability?

What, in your estimation, might be this person's weakness?

RECOMMENDATION: Highly recommend employment
 Recommend employment
 Do not recommend employment

Please put any additional comments on the reverse side.

Date: _____

Signed: _____

Council: _____

Position: _____