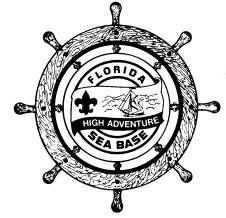


FLORIDA NATIONAL HIGH ADVENTURE SEA BASE



APPLICATION FOR EMPLOYMENT



FLORIDA NATIONAL HIGH ADVENTURE SEA BASE
BOY SCOUTS OF AMERICA
P.O. BOX 1906 ISLAMORADA, FL 33036
(305) 664-4173 Fax: (305) 664-2039
www.bsaseabase.org

PERSONAL INFORMATION:

YOUR NAME: _____ DATE: _____

HOME STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

E-MAIL: _____

BEST TIME/PLACE TO CONTACT YOU: _____

VALID DRIVERS LICENSE Y / N

WILL YOU BE AT LEAST 18 YEARS OLD BY THE START DATE OF EMPLOYMENT? Y / N

EDUCATIONAL EXPERIENCE:

NAME OF MOST RECENT SCHOOL: _____

CURRENT GRADE/YEAR: _____ MAJOR/MINOR: _____ GPA: _____

EXTRA-CURRICULAR ACTIVITIES & LEADERSHIP POSITIONS:

EMPLOYMENT HISTORY:

LAST/CURRENT EMPLOYER: _____ TITLE: _____

DATES OF EMPLOYMENT: _____ SUPERVISOR: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: (____) _____

DESCRIPTION OF DUTIES (emphasize primary responsibilities and accomplishments):

REASON FOR LEAVING: _____ MAY WE CONTACT? YES NO

EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY JOB? YES NO

LAST/CURRENT EMPLOYER: _____ **TITLE:** _____
DATES OF EMPLOYMENT: _____ **SUPERVISOR:** _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: (____) _____
DESCRIPTION OF DUTIES (emphasize primary responsibilities and accomplishments):

REASON FOR LEAVING: _____ **MAY WE CONTACT?** YES NO
EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY JOB? YES NO

LAST/CURRENT EMPLOYER: _____ **TITLE:** _____
DATES OF EMPLOYMENT: _____ **SUPERVISOR:** _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: (____) _____
DESCRIPTION OF DUTIES (emphasize primary responsibilities and accomplishments):

REASON FOR LEAVING: _____ **MAY WE CONTACT?** YES NO
EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY JOB? YES NO

REFERENCES (REQUIRED):

ADULT MEMBER OF SCOUT UNIT, COLLEGE OFFICIAL, OR PAST EMPLOYER:

NAME: _____ TITLE/POSITION: _____
DAY TIME PHONE: (____) _____ EVENING PHONE: (____) _____
RELATIONSHIP: _____

COMMUNITY LEADER:

NAME: _____ TITLE/POSITION: _____
DAY TIME PHONE: (____) _____ EVENING PHONE: (____) _____
RELATIONSHIP: _____

TEACHER, SUPERVISOR, OR ASSOCIATE:

NAME: _____ TITLE/POSITION: _____
DAY TIME PHONE: (____) _____ EVENING PHONE: (____) _____
RELATIONSHIP: _____

EMPLOYMENT AVAILABILITY:

DATES VARY AND ARE SUBJECT TO CHANGE

SPRING: Early February thru Early May **SUMMER:** Mid May thru Late August

WINTER: Mid December thru Early January

ALL EMPLOYEES MUST BE AVAILABLE FOR THE FULL SEASON
(Exceptions must be requested during interviews)

AVAILABLE DATES (BE SPECIFIC): FROM ____/____/____ **TO** ____/____/____

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 from 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.)

The position for which you are applying requires long, intensive, and irregular hours of work. Do you have any physical limitations that preclude you from performing any work? **Yes** **No**

Have you ever lived away from home? **Yes** **No** If yes, how long? _____

The Florida National High Adventure Sea Base does not discriminate on the basis of race, creed, or national origin.

Employment positions are open to all within our guidelines regardless of race, creed, or national origin.

A personal resume of experience is welcome but not required.



RELATED EXPERIENCE:

Scouting background is a plus but not required
CPR & First Aid Training is required prior to employment at the Sea Base
Place an "X" where applicable.

Aquatics Experience

- Red Cross Lifeguard Training
- Water Safety Instructor
- Aquatics Instructor BSA
- National Camp School- Aquatics
- Captain's License ___ OUPV ___ Ton Master
- _____

Scuba Experience

Circle Certification: PADI NAUI SSI Other

- Open Water
- Advanced Open Water
- Rescue Diver
- Divemaster certification # _____
- Assistant Instructor certification # _____
- OWSI Instructor certification # _____
- Specialty Instructor certification # _____

Medical Experience

- Medical Student
- Paramedic
- Advanced First Aid Certification _____ (date)
- Emergency Medical Technician
- Nursing: ___ Student ___ LPN ___ RN
- CPR Training _____ (expiration date)
- First Aid Training _____ (expiration date)
- Wilderness First Aid Training _____ (expiration date)

Food Service Experience

Job(s) _____

of People Served: _____

Scouting Leadership & Training

Offices Held & Courses Taken

Camp Staff Experience

Year Camp and Position

_____	_____
_____	_____
_____	_____

Council: _____

Years as a Youth Scout: _____

Years as an Adult Scouter: _____

Scout Rank: _____

Current Scout Involvement: _____

Do you have National Camp School

Certification? Yes No

Which: _____

Exp. Date: _____

WHY DO YOU WANT TO WORK AT SEA BASE?

I authorize an investigation of all statements contained in this application for employment decision. I authorize all my previous employers, schools, and other references to furnish information requested. I hereby declare that the information in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification in this application is cause for discharge. Sea Base is a drug-free workplace and all staff are subject to random drug testing.

Signature: _____ **Date:** _____

NUMBER (IN ORDER OF PREFERENCE) YOUR TOP 4 CHOICES OF THE FOLLOWING POSITIONS:

Unless otherwise noted, minimum age is 18. Some staff positions are required to be 21 years of age or older. Most positions require a valid drivers license and acceptable driving record (exceptions on a case by case basis)

All staff will be required to participate in the FSB random drug-testing program!

____ **Commissioners:** Responsible for ensuring quality control for a specific program area. Serves as department head and supervises ten to thirty staff, conducts crew check-ins, inspects program equipment for proper use and repair. Generally requires previous Sea Base Staff experience. (minimum age 21) (spring, summer)

____ **Dive Boat Masters:** Operates and maintains a 36'-46' diesel or outboard driven vessel. Serves as the on-board safety watch for the SCUBA divers. Must be certified as a Rescue Diver and hold a Coast Guard 50 ton Masters License. (minimum age 21) (spring, summer, winter)

____ **Island Captain:** Operates and maintains a 25' powerboat. Conducts snorkeling and fishing programs from the vessel. Must be knowledgeable in saltwater fishing and hold a Coast Guard Captains License (minimum OUPV). Must pass a USCG drug test. (minimum age 21) (spring, summer)

____ **Dive Boat Mate:** Serves as first mate and helps maintain a safe, properly equipped, clean, and working 36'-46' power vessel and serve as on-board safety watch for the Scuba divers. Must be Rescue Diver certified or higher and pass a USCG drug test. (spring, summer, winter)

____ **Island Mate:** Greet Scouts and Venturers and conduct swim reviews, snorkel lessons, and opening/closing programs. Responsible for leading crew through the Out Island program. Required to participate and live with crews in a primitive camp setting on Big Munson Island near Big Pine Key. (spring, summer, winter)

____ **Keys Adventure Mate:** Greet Scouts and Venturers and conduct swim reviews, snorkel lessons, and opening/closing programs. Responsible for leading crew through entire program. Live on base, and on island in primitive setting weekly. (spring, summer, winter)

____ **Coral Reef Mate:** Greets Scouts and Venturers and conducts swim reviews, snorkel lessons, and opening/closing programs. Predominantly helps with the Coral Reef Sailing program land based activities. The Coral Reef Mate does not sail with the crews. (spring, summer, winter)

____ **Sailing Mate:** Instructs crews in small boat sailing (17' sail boats). Supervises crews out sailing. Maintains sail boats and sailing facility. (spring, summer, winter)

____ **Sea Exploring Mate:** Serves as the Second Mate and greets Scouts and Venturers and conducts swim reviews, snorkel lessons and opening/closing programs for the Sea Exploring program. Sea Exploring Mates sail aboard the vessel with the crew. (spring, summer, winter)

____ **SCUBA Instructor:** Conducts PADI certification courses, works aboard Scuba Live-aboard vessels and leads certified divers on reef and night dives. Knowledge of tropical marine ecosystems is desirable. Must be PADI OWSI (or higher) certified. Sea Base provides employed instructor insurance. (spring, summer, winter)

____ **Divemaster:** Assists instructors in certification courses (PADI DMs only), leads Scuba Adventure dives, including night dives or may work aboard a Scuba Live-aboard vessel. (spring, summer, winter)

____ **SCUBA Mate:** Maintains scuba equipment and compressors, fills tanks and keeps pool areas clean. (summer)

____ **Base Steward:** Facilitates the planning, organization, and execution of base activities. (summer)

____ **Assistant Galley Manager:** Prepares well balanced meals, plans menus, and orders food and supplies. (year round)

____ **Galley Mate:** Assists the Galley Manager in the preparation, serving, and clean up of meals. (year round)

____ **Assistant Ship's Store Manager:** Manages the operation, maintenance, and inventory of the Ship's Store. Prior retail sales experience is desirable. (spring, summer)

____ **Ship's Store Clerk:** Assists in the operation, maintenance, and inventory of the Ship's Store. Prior retail sales experience is desirable. (spring, summer)

____ **Commissary Manager:** Responsible for the ordering, inventory, and packing of food items to be sent on program vessels or to island base. (summer)

____ **Warehouse Manager:** Responsible for managing warehouse inventory, distribution of daily deliveries, cleanliness and organization of warehouse, and transporting of goods from the different Base locations. Prior fork lift experience is desirable. (summer)

____ **Assistant Ranger:** Vital to the support of the facility and general appearance of Sea Base. Ability to work independently. Tasks include landscaping and routine maintenance of property and buildings including light carpentry, plumbing and electrical. Mechanical background is required. (year round)

____ **Conference Mate:** Facilitates the planning, organization, and execution of conference activities. (spring, fall)

____ **Internship:** Internships are available year-round, and can focus on areas from outdoor recreation and youth leadership to business management. (year round)

____ **Dockmaster:** Manages the Coral Reef Sailing program docking assignments and is responsible for issue, recovery, maintenance and inventory of fishing and snorkeling supplies. FSB Islamorada (summer)

____ **Snack Bar Manager:** Responsible for ordering, inventory, maintenance, cleanliness and organization of the FSB Islamorada snack bar. (spring, summer)