



# STAFF APPLICATION 2010

Please complete and return this form to:  
 2342 Broadway St./ Boulder, CO 80304  
 Ph: 303-545-2202 Fax: 303-545-2425  
 info@globalworkstravel.com

## I. CONTACT INFORMATION

Name \_\_\_\_\_ Age by summer \_\_\_\_\_ Male/Female \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail\* \_\_\_\_\_

\* We communicate extensively via email; please indicate if you prefer to be contacted via phone.

## II. HISTORY

1. What current Medical and Safety Certificates do you hold? Provide Expiration Dates. **Global Works requires current CPR and First Aid certifications for staff prior to leading a trip and will reimburse for course fees.**

Standard First Aid? \_\_\_\_\_ Standard CPR? \_\_\_\_\_ Wilderness First Aid? \_\_\_\_\_  
 Wilderness First Responder? \_\_\_\_\_ Lifeguarding? \_\_\_\_\_ Other Certifications? \_\_\_\_\_

2. Do you have a valid driver's license? \_\_\_\_\_ If yes, list your valid driver's license State and Number \_\_\_\_\_

Do you have experience driving 12-15 passenger vans? \_\_\_\_\_ YES \_\_\_\_\_ NO

What type of vehicles can you drive? \_\_\_\_\_ Standard shift \_\_\_\_\_ Automatic

List any driving infractions, including speeding tickets:

3. Have you ever been arrested or convicted under any criminal code? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, please give the necessary details below or on a separate sheet of paper.

4. List your three most recent employers. At least one job should include working with youth and/or adventure travel.

EMPLOYER OR SUPERVISOR'S NAME	NAME OF THE ORGANIZATION	DATES EMPLOYED	PHONE NUMBER	EMAIL ADDRESS
1.				
2.				
3.				

5. List two personal references who can speak to your personality, skills, and interests as they relate to leading a Global Works trip.

NAME	RELATION	PHONE NUMBER	EMAIL ADDRESS
1.			
2.			

**III. OPPORTUNITIES**

Please check the box for the type of program you are applying. (You may check more than one.) Describe your foreign language skills and language training in further detail below. Note: Language interviews are conducted with all Spanish and French speaking program applicants.

Type of Global Works Program	Description of Language Requirements
_____ <b>Spanish Immersion program</b>	Requires a high degree of Spanish language proficiency (although not necessarily fluency). Staff are expected to speak Spanish with students throughout the program. Staff must be able to navigate and communicate with native speakers. *The greatest number of job openings is available on these types of programs.
_____ <b>Spanish Exchange program</b>	Requires a minimum of basic proficiency in Spanish. Staff converse with students primarily in English. Staff must be able to navigate and communicate with native speakers.
_____ <b>French Immersion program</b>	Requires a high degree of French language proficiency (although not necessarily fluency). Staff are expected to speak in French with students throughout the program. Staff must be able to navigate and communicate with in country native speakers.
_____ <b>English speaking Exchange program</b>	Requires English-speaking proficiency only. Programs in New Zealand, Fiji, Australia, and Ireland.
_____ <b>China Exchange program</b>	Requires a minimum of basic proficiency in Mandarin. Staff converse with students primarily in English. Staff must be able to navigate and communicate with native speakers.

**IV. SKILLS/ INTERESTS**

1. Briefly describe your experiences working with kids or teenagers. Tell us about any leadership roles you've had working with groups.
  
2. What leadership roles or experiences have you had in the areas of outdoor recreation, first aid, or team building?
  
3. What background do you have in environmental education and/or service learning?
  
4. Global Works seeks a variety of skills from its staff. Such skills include, but are not limited to: organization, first aid, group motivator, photography, athleticism, construction, language education. While we certainly do not expect potential staff to have "outstanding abilities" in every area of leadership, please describe those skill areas where you feel most strongly qualified.

Please describe the skill areas where you would seek support from your co-leaders.

5. List any relevant travel or guiding experience in the areas in which we travel.

6. List your experience/ comfort level with water sports including swimming, snorkeling, scuba diving, rafting, and/or sea kayaking.

7. Briefly describe what it is that appeals to you about working with Global Works and what challenges you foresee.

8. Are there any specific countries or areas that you are interested in working?

9. With what age of students would you prefer to work?  13-14  15-17  
 18-19  no preference

#### V. FINAL DETAILS

##### PLEASE ATTACH

YOUR RESUME (if you have not sent us a copy already)

A PHOTOGRAPH OF YOURSELF (helpful for recognizing applicants during interviews)

Can you be available for staff training in Boulder, CO from 5pm on May 28<sup>th</sup> to 5pm on May 30<sup>th</sup>, 2010?  YES  NO

(Note: Global Works pays for air transportation to staff training from nearest major airport from the address and city that you have listed on this application. Staff may be required to depart on an early morning group flight on Friday, May 28<sup>th</sup>. You must plan accordingly. )

Safety is the utmost concern with Global Works programs. If employed by Global Works, will you abstain from the use of alcohol, tobacco, or other substances that may impair your judgment when you are on-duty during your program?  YES  NO

##### If you are selected to be one of our leaders,

- You will be expected to attend staff training in Boulder, Colorado from May 28<sup>th</sup> to May 30<sup>th</sup>, 2010.
- You will be expected to carry out all of the goals and policies of our programs and uphold the protocols and guidelines as written in the staff manual.
- You will be required to complete the necessary certifications, have a physical exam by a licensed physician, and submit all other paperwork to the Global Works home office on or before June 1<sup>st</sup>, 2010.
- You will be required to perform pre-trip set-up or travel on a group flight with the students on your program.

To the best of my knowledge, all of the information I have provided in this application is correct.

I authorize Global Works to perform a personal history and background check and to make inquiries about my employment history, my driving record, and my medical certifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GLOBAL WORKS  
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