



Inspiring individuals to connect with the natural world through engagement & education.

Outdoor Journeys
PO Box 4967
Orange, Ca 92863
Phone: (909) 982-5400
Fax: (909) 982-5445
www.outdoorjourneys.org

Application for Employment

Date of Application _____

Position(s) desired: _____

How did you learn of this opening? _____

Name:	Last name	First name	Middle	Other names used	
Address:	Number	Street	City	State	Zip code
Telephone number(s):			Email:		

- Have you ever lived outside the state of California? Yes No
- Dates available from _____ to _____ What Department? Resident Camp/Day Camp/School Program
- Do you meet any minimum age requirement for that position? Don't know the minimum age Yes No
- Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Yes No
- Do you have legal authorization to work in this country? Yes No (Verification will be required upon employment)
- Have you ever filed an application with Outdoor Journeys before? Yes No If yes, give date _____
- Have you ever been employed by Outdoor Journeys before? Yes No
If yes, give dates and position(s) held: _____
- Are there any days or times you will not be available to work? Yes No
If yes, please specify: _____
- Can you travel if your job requires it? Yes No
- Do you have any relatives, either by blood or marriage, who are currently working for Outdoor Journeys? (Answering "Yes" will not necessarily result in your disqualification.) Yes No
If yes, indicate relative: _____ Relationship: _____
- T-Shirt Size (for staff shirt): _____

Equal Opportunity Employer

Education

High School

Name	Did you graduate?		Describe course of study
	Yes	No	
City, State			
Name	Did you graduate?		Describe course of study
	Yes	No	
City, State			

Undergraduate

Name		Describe course of study
City, State		
Did you graduate?	Indicate type of degree or # of credits completed	
Yes No		
Name		Describe course of study
City, State		
Did you graduate?	Indicate type of degree or # of credits completed	
Yes No		

Graduate

Name		Describe course of study
City, State		
Did you graduate?	Indicate type of degree or # of credits completed	
Yes No		

Business or Vocational

Name		Describe course of study
City, State		
Did you graduate?	Indicate type of degree or # of credits completed	
Yes No		

Employment History

(Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.)

1.	Employer	Employed (Month/Year)		Job title: _____ Describe work: _____ _____ _____
	City/State/Zip	From	To	
	Telephone ()	Supervisor's name	Position	
	Reason for leaving	Full Time	Part Time	
2.	Employer	Employed (Month/Year)		Job title: _____ Describe work: _____ _____ _____
	City/State/Zip	From	To	
	Telephone ()	Supervisor's name	Position	
	Reason for leaving	Full Time	Part Time	
3.	Employer	Employed (Month/Year)		Job title: _____ Describe work: _____ _____ _____
	City/State/Zip	From	To	
	Telephone ()	Supervisor's name	Position	
	Reason for leaving	Full Time	Part Time	
4.	Employer	Employed (Month/Year)		Job title: _____ Describe work: _____ _____ _____
	City/State/Zip	From	To	
	Telephone ()	Supervisor's name	Position	
	Reason for leaving	Full Time	Part Time	

(If you need additional space, please continue on a separate sheet of paper.)

Indicate an employer you **do not** wish us to contact, and the reason:

Please account for any time that you were unemployed by stating the nature of your activities:

Summarize any job-related skills and qualifications acquired from employment or other experiences:

Harassment Outdoor Journeys policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person, including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by our organization before any decision is made.)

Yes No

Explain

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by our organization before any decision is made.)

Yes No

Explain

Please read carefully before signing this application

I authorize Outdoor Journeys to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and Outdoor Journeys from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Outdoor Journeys.

I understand that my offer of employment is contingent upon receipt of satisfactory reports concerning 1) my academic credentials, employment references, criminal history and, in some cases, a credit history, which are performed by an authorized employment research firm; and 2) pre-employment drug testing, which is performed through a certified drug testing laboratory. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if Outdoor Journeys has not employed me, and for immediate dismissal if Outdoor Journeys has employed me.

I understand that nothing in this employment application, in Outdoor Journeys policy statements or personnel guidelines, or in my communication with any Outdoor Journeys officials is intended to create an employment contract with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Outdoor Journeys unless it is made in writing and signed by the National Executive Director.

In the event of my employment with Outdoor Journeys, I will comply with all policies set forth in Outdoor Journeys' policy manual or other communications distributed by Outdoor Journeys. I also understand that Outdoor Journeys has the right to modify its policies without giving me any notice of the changes. I understand that if an employee relationship is established, employment with Outdoor Journeys is not for any specific time and may be terminated at will with or without notice or cause by the company or the employee may resign at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date

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