



HURRICANE ISLAND OUTWARD BOUND SCHOOL

"There is more to us than we know. If we can be made to see it, perhaps for the rest of our lives we will be unwilling to settle for less."

-Kurt Hahn, Founder of Outward Bound

APPLICATION

FIELD STAFF & LOGISTICS POSITIONS

PERSONAL INFORMATION

Last Name		First Name	Middle Initial
Current Address			
City	State	Zip	Valid Until
Permanent Address (if different from above)			
City	State	Zip	Cell Phone
Day Phone	Evening Phone	Email	

What pronouns do you identify with? (Ex. She/Her, He/Him, They/Them, Ze/Zer):

The following questions are entirely optional. To comply with government Equal Employment Opportunity / Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated.

Race/Ethnicity	Gender
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Most positions with Outward Bound require ample amounts of physical activity and exposure to varying and sometimes harsh weather conditions. Do you feel you are able to perform the physical requirements of the position for which you are applying? ☐ Yes ☐ No ☐ I need clarification on the physical requirements of the position for which I am applying.



APPLICATION *for Field Staff and Logistics Positions*

Do you have legal work status in the USA? ☐ Yes ☐ No

Outward Bound will, in some cases, assist well qualified employees in obtaining J1 visa status.

Are you 21 years of age or older? ☐ Yes ☐ No

Most positions at Outward Bound have a minimum age requirement of 21.

Are you willing to participate in a background screening prior to employment? ☐ Yes ☐ No

How did you hear about us? _____

Are you applying to other Outward Bound schools for the next summer season? ☐ Yes ☐ No

If so, please list which other schools: _____

EMPLOYMENT OBJECTIVE

Position(s) applying for: ☐ Field Instructor ☐ Logistics Coordinator

☐ Other (please describe): _____

Dates available: _____

Program Interests (please rank in order of preference, 1 being most preferred):

- | | | |
|--------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Backpacking | <input type="checkbox"/> Sailing | <input type="checkbox"/> Canoeing |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Sea Kayaking | <input type="checkbox"/> Logistics |

Population (please rank in order of preference, 1 being most preferred):

- | | |
|-------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Youth & Teens (14-18) | <input type="checkbox"/> Veterans Courses (18+) |
| <input type="checkbox"/> College Age Students (18-22) | <input type="checkbox"/> Intercept & At-Risk Programming (14-17) |
| <input type="checkbox"/> Adults (18+) | <input type="checkbox"/> Corporate/Organizational Leadership Groups (18+) |

EMPLOYMENT HISTORY *(Starting with the most recent employer)*

Have you ever worked at another Outward Bound School or Center? ☐ Yes ☐ No

If "yes," please list schools and dates of employment: _____

Employer	Position	Dates	Contact/Supervisor	Phone

May we contact the employers you have listed above? ☐ Yes ☐ No



EDUCATION

School Name	City and State	Year(s) Attended	Degree Earned/Major

LEADERSHIP AND EDUCATIONAL EXPERIENCE

Have you ever taken an Outward Bound course? ☐ Yes ☐ No If yes, please list:

Course Length	Course Type	School/Center/Base	Year

Have you ever taken a leadership course with another organization? ☐ Yes ☐ No If yes, please list:

Course Length	Course Type	Organization	Year

Please describe any other relevant experience you have had in a leadership, teaching or group management role: _____

CERTIFICATIONS *(Please list relevant training and certifications)*

Training/Certification	Company & Location	Date Taken	Expiration Date
<i>e.g., Wilderness First Responder</i>	<i>WMA at Newry, ME</i>	<i>May 13, 2012</i>	<i>May 13, 2015</i>



MISCELLANEOUS

What **languages** do you speak fluently? _____

Swimming ability (check one):

- ☐ Non-Swimmer ☐ Cannot swim more than 100 yards ☐ Moderate Swimmer
☐ Strong Swimmer ☐ Current lifesaving certificate ☐ Current WSI certificate

Other hobbies and interests:

ESSAY QUESTIONS

Please submit typed responses (300-500 words each) to the following questions:

1. What makes you interested in a position with Hurricane Island Outward Bound and how do you see your skill set aligning with the mission of Outward Bound?
2. Describe a significant teaching or leadership role you held. Share a specific situation in which you were challenged in this role and how you faced this challenge.
3. What will be your strengths and challenges doing the work that you have applied for?

REFERENCES

Please distribute reference forms from hiobs.org to people (non-relatives) who will be able to comment fully on your work and evaluate your performance in areas which are relevant to instructing or logistics at Hurricane Island Outward Bound School.

Reference forms may be emailed directly to jobs@hiobs.org, faxed directly to 888-856-8928, or collected in sealed, signed envelopes, and sent to:

New Hire Application
Hurricane Island Outward Bound School
41 Mechanic St. Suite 313
Camden ME 04859

Please note that your application is not complete until HIOBS receives the application and three completed reference forms. We will, however, review the application before receiving all reference forms, if necessary. Please list the references below:

Name	Address	Phone Number	Relationship
1.			
2.			
3.			



SIGNATURE BOX

I have reviewed this application thoroughly. The information that I have provided is true and accurate to the best of my knowledge. Outward Bound, or its agents, may request employment information from previous employers, and those who provide information related to my previous employment will be released from liability or damage.

I understand that employment is conditional upon successful completion of New Staff Training, approval of an “Outward Bound Confidential Medical History and Physical Examination Record” and a criminal background check. I understand that these will be required by each base for which I am employed.

SIGNATURE _____ **DATE** _____