

Send application, cover letter, and resume to:

**Human Resource Manager**

GREAT SMOKY MOUNTAINS INSTITUTE AT TREMONT

9275 Tremont Road • Townsend, TN 37882

Ph: 865-448-6709 • Fax: 865-448-9250

hr@gsmit.org

**APPLICATION FOR EMPLOYMENT TO PROGRAM TEAM**

**INSTRUCTIONS: Print clearly in black or blue ink. Answer all questions. Sign and date the form.**

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| --- | --- | --- | --- |
| Last Name: | First Name: | | MI: |
| Current address: | | City/State/Zip: | |
| Home Phone: | | Work Phone: | |
| E-mail: | | Social Security # (optional) | |
| Position applied for: | | Date available to begin work: | |
| How did you hear about this job opening? | | | |
| Salary Desired: | | May we contact your present employer? | |
| If less than 18, do you have certificate of age or employment? | | | |
| Are you eligible to work in the US? | | Do you have a valid drivers license? | |
| Have you ever been convicted of or pleaded guilty to a felony? | | | |
| If yes, give dates and explanation. | | | |
| Are you related to any current GSMIT employee?  Name? | | | |
| Are you physically capable of carrying a 30 lb. pack 10-15 miles in a day with ease, while managing the needs of a group of up to 12-24 participants?  If no, please explain. | | | |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of School** | **Name of School** | **Address** | **Number of Years Completed** | **Major & Degree(s)** |
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**SPECIAL SKILLS AND QUALIFICATIONS**:

List job-related licenses, skills, training, honors, awards, and special accomplishments.

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| --- | --- | --- | --- |
| **Skill type** | **Application, language, program, certifying agency and level, etc.** | **Expiration Date if certified** | **Years of experience** |
| First-aid |  |  |  |
| CPR |  |  |  |
| Life guarding |  |  |  |
| Computer | PC or Mac |  |  |

**Please answer the following questions as thoroughly as possible (use additional paper if needed)**

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| Why do you want to work at Great Smoky Mountains Institute at Tremont and how does it fit with your professional trajectory 2 and 5 years in the future? |
| What have been three of the most valuable experiences of your life? |

**Place the proper number next to each activity to indicate your level of experience or competency.**

1 = minimal experience; 2 =; some experience 3 = significant experience (capable of leading program in this subject); 4 = expertise (capable of training peers in this subject)

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| --- | --- | --- | --- |
| Writing lesson plans | Storytelling | Stream ecology | Food service |
| Working with teachers | Research methods | Mushrooms | “New games” |
| Teaching techniques | Forest ecology | Wildlife | Music |
| Song leading | Insects | Birds | Art work |
| Night hikes | Adventure activities | Astronomy | Photography |
| Evening programs | Wildflowers | Trees | Large group activities |
| Dramatics | Geology | First-aid | Backpacking |
| Reptiles & amphibians | Appalachian culture & history | Facility maintenance | Play an instrument  What? |
| Other experience areas to offer: | | | |
| Describe your preferred approach you use in leading and teaching children: | | | |

|  |
| --- |
| Describe a situation where you had conflict with a team member/supervisor, and what role you played in its outcome: |
| What does a healthy professional community look like in the context of an environmental education residential program? |

**An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to include any additional information necessary to describe your full qualifications for the specific position for which you are applying.**

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**REFERENCES: List two past supervisors and one non-relative person who can speak about your qualifications in relationship to the position for which you are applying.**

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| --- | --- | --- | --- |
| **Name** | **Title/relationship** | **Phone number** | **Occupation** |
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I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on paper or during interviews will be sufficient grounds for rejection of employment and justification for discharge from GSMIT after employment. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, a criminal and driving record background check and any other pertinent information bearing upon my employment.

Date Signature

**Only those applicants completing all forms and submitting all paperwork (cover letter, application and resume) will be considered for employment at GSMIT.**