



Outside Hilton Head Application for Employment 2012

Name.....

Telephone Numbers	
Email	
Day	
Evening	
Home	
School	
Cel	
Please indicate your preferred contact number with a *	

Are you 18 years or older? **YES / NO**

In which of the following positions are you interested?

(check **all** that apply)

- Captain (USCG Licensed)
- Kayak Nature Guide and/or Instructor
- Asst. Kayak Nature Guide/Equip. Handler (under 18)
- Retail Store & Customer Service Representative
- Kids Kayak Camp Leader
- Challenge Course Facilitator
- Administrative
- Programs Marketing and Promotion
- Internship** (Complete Internship information section on Page 2)

Available to begin work:.....

If 'SEASONAL' date you must leave.....

- Interested in employment that is: **FULL TIME**
 (check all that apply) **PART TIME**
 YEAR ROUND
 SEASONAL

IMPORTANT NOTE: REQUIRED TRAINING FOR EACH AND ALL POSITIONS

There is extensive training involved for **each** of the positions. You may be hired for one or more positions. There will be a training session for each. Please be aware of this. If hired you will be notified, in advance, of training expectations, dates, and agenda. If applying for Kayak Nature Guide position, there is a comprehensive Kayak Nature Guide training course that must be successfully completed. Passing this course is a requirement for guide employment. There is a cost associated with this course, part of which is refundable at the end of a successfully completed summer. Read the Guide Training information sheet. If you do not receive an information sheet, please request one.

About this Application:

You must fully complete this application. If you have a resume and/or cover letter, submit it with your application. Include, on this application, any pertinent information that may also appear on your resume. If you need more space to answer any portion of this application, attach additional pages. Upon review of your application, Outside Hilton Head will contact you regarding the next step in the

Current Mailing Address:

.....

Permanent Mailing Address:

.....

For Office Use Only:

	Date	Initial
Received Application	_____	_____
Ref Check Complete	_____	_____
Interview Scheduled:	_____	_____
Time:	_____	_____
Hired? Y / N	_____	_____
GT Session I II III		
GT Paid? Y / N	_____	_____

Notes.....

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Applicants for 'SEASONAL' employment must be available to work through the third full week of August.

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Notify in Event of an Emergency:

Professional Certifications (if any):

(include certifying organization and expiration date)

Name _____
 Address _____
 Phone _____
 Relationship _____

CPR _____
 First Aid _____
 ACA/BCU _____
 USCG Capt. _____
 Other _____

EDUCATION: Please list High School, College, and any post-graduate study experience

Dates	School Name	Location	Date of Graduation	Major/Minor/Area of Concentration	Activities/Awards/Achievements

Can you drive a manual (5-speed stick shift) transmission? YES / NO

Do you have experience driving a trailer (single axle <20)? YES / NO

Computer Experience:.....

Foreign Language(s), Experience, Fluency:.....

NOLS, Outward Bound, or related outdoor leadership experience:.....

List any classes, activities, volunteering, study or experience relating to nature, wildlife, the environment or the specific position(s) you are applying for:

THIS SECTION FOR INTERNSHIP APPLICANTS ONLY:

School.....

Course of Study.....

Internship Advisor.....

Advisor Phone / Email.....

I'm interested in an internship for:

SPRING 2012 March 7 - May 20

SUMMER 2012 May 14 - Aug 12

How might Outside Hilton Head appropriately meet your internship goals and objectives? (attach additional pages if necessary)

Areas of interest (rank **each area** on a scale of 1-5, with 5 meaning most interested, 1 meaning least):

- | | | |
|---------------------------------------|-----------------------------------|-----------------------------|
| __guiding/interpretive naturalism | __marketing/advertising/promotion | __retail sales |
| __program development/planning | __environmental education | __retail merchandising |
| __experiential education/facilitation | __program & equipment logistics | __small business management |
| __kayak instruction | __child/youth programs/education | __accounting/finance |

Please be aware: There is a cost associated with this program; Guide Training tuition, housing costs, equipment deposit and uniform costs. Current cost is \$250. of which \$100. is non-refundable. The non-refundable portion covers guide training, books and 1 uniform. The refundable portion of this fee is given upon completion of the summer commitment as stated in the Summer Commitment Contract signed upon acceptance into the program.

Will you be able to stay through the last day of the internship session? **YES / NO**

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WORK EXPERIENCE: List 5 most recent jobs, beginning with most recent

Start Date/ End Date	Company	Address	Supervisor	Phone	Position/Wage	Reason for leaving

PROFESSIONAL REFERENCES: List 3, exclude family and personal friends

Name/Business	Phone	Address	Relationship	Length of Relationship

PERSONAL REFERENCES: List 3, exclude family

Name/Business	Phone	Address	Relationship	Length of Relationship

I have experience in: check all that apply

- In-line Skating
 Windsurfing
 Snow Skiing
 Climbing
 Hiking
 Camping
 Backpacking
 Guiding
 Teambuilding Facilitation
 Carpentry/Building
 Marketing
 Outside Sales
 Fishing
 Retail Sales
 Boating

Guiding, Captain or Paddling experience, if any (what/where/when):

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Of all the places you have lived, what one place seemed to have the greatest concentration and diversity of life, and why?

.....

What do you think it takes to become successful in the position(s) for which you are applying?

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What experience, skills or traits do you have that will contribute to successful employment with Outside Hilton Head?

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Activities, sports, or skills you wish to learn more about?

.....

What are your goals in your position with Outside Hilton Head?

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List at least one personal and one career goal that you have, and a resource for each that will help you reach those goals:

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What are your strengths? What are your weaknesses?

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Where do you see yourself in 1 year? 5 years?

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How will a position with Outside Hilton Head help you achieve your goals?

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Please note: While you may or may not be applying for a guiding-intensive position, all new hires must complete our Guide Training program and are trained as interpretive naturalist guides. This is one of the foundations of our business. All employees are usually involved, to some degree, in guiding programs and need to be capable and prepared to do so. The position of Nature Guide does require a certain level of fitness and physical capability due to the nature of the job: moving kayaks, paddling, performing safety and rescue operations, etc.. Nature Guides are expected to be able to adapt to a hot and humid sub-tropical summer environment, being outside and without shade often while working, and work that includes, but is not limited to; lifting and moving kayaks, paddling at a moderate intermittent pace, and lifting 60 lbs. or more multiple times a day. A practical skills test is incorporated in the Guide Training course. This skills test will assess your ability to perform certain kayaking related skills and rescue skills that involve lifting and towing kayaks. You must also be a capable swimmer. If you have questions about the type and/or extent of physical activity involved in this job, or the specific position you are applying for, please discuss this with the hiring manager or owner.

Kayak Nature Guide Applicants: to the best of your knowledge, are you prepared for and capable of the above described level of physical activity? YES / NO / I DON'T KNOW

I certify that the foregoing information is true and complete. In accordance with the fair credit act, I hereby acknowledge that Windsurfing Hilton Head, Inc. (dba Outside Hilton Head) may obtain information concerning my general reputation, character, mode of living, and credit status. In the event my employment is terminated, I hereby authorize Windsurfing Hilton Head, Inc. to deduct from my final pay check any debts I may owe Windsurfing Hilton Head, Inc. or amounts due for lost and/or damaged items for which I may be accountable.

Signature of Applicant _____ **Date** _____

Return Application to Outside Hilton Head, 32 Shelter Cove Lane, Suite H, Hilton Head Island, South Carolina 29928

Phone: 843.686.6996, Fax: 843.341.3610 or email: applications@outsidehiltonhead.com

Please complete ONLY if you are applying for a Retail position.

1. What previous experience do you have in Retail sales?

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2. Why are you interested in working Retail for Outside?

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3. How do you feel about developing Sales skills?

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4. Although “selling” is the top priority for a Salesperson, describe what other skills you feel are necessary for the sales staff to be successful in the day to day operation of the retail store?

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5. Describe a recent shopping experience you had where you walked away feeling very positive about your experience:

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6. Explain what you think good customer service entails:

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7. Why do you think customers choose to shop at our stores?

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8. What do think it means to be part of a team?

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