

### Philmont Scout Ranch

Seasonal Staff Application



# Information About Employment PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING

- Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 25,000 participants in backcountry hiking/camping programs and training conferences for Scouters and their families.
- Applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- THE MINIMUM AGE REQUIREMENT IS 18. BSA standards require a minimum age of 21 for some positions. MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.
- Length of employment varies with job assignment. The majority of summer contracts run from mid / late May to August 22. Fall Training Center programs (September to November), Autumn Adventure (September to November) and Kanik (December to March) seasons vary. LIST YOUR SPECIFIC AVAILABLE START AND END DATES ON THE APPLICATION; SOME VARIATION IN DATES MAY BE POSSIBLE. IN DETERMINING YOUR DATES, PLEASE CHECK YOUR COLLEGE CALENDAR.
- Applicants for Fall Training Center programs, Autumn Adventure and/or Kanik are considered only if they
  have been on staff in the immediate preceding summer season.
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the BSA, the staff is expected to set an example of excellence in Scouting, which includes
  the proper wearing of the uniform, and adhere to Philmont's standards of personal appearance.
  Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of the ranch management)
  are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and COMPLETE THE ENTIRE
  APPLICATION, including "Representative Philmont Jobs:", even if you have worked at Philmont before
  and/or if you have submitted a résumé. Applications with a variety of departmental choices have a
  better chance at placement than those with only one choice.
- A brief résumé of your experience for each of your choices is recommended. Some jobs are only offered in certain seasons.
   SOME DEPARTMENTS (HORSE, PHOTO, ETC.) WILL NOT CONSIDER APPLICATIONS WITHOUT A RÉSUMÉ.
- AT LEAST ONE LETTER OF RECOMMENDATION, OR A COMPLETED PHILMONT REFERENCE FORM FROM A
  MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, A TEACHER, RELIGIOUS LEADER OR EMPLOYER IS
  REQUIRED. THIS INFORMATION SHOULD BE SEALED IN AN ENVELOPE AND MAILED (BY YOU OR YOUR
  REFERENCE) AT ABOUT THE SAME TIME AS YOUR APPLICATION.
- If you are hired for a position that requires driving, you will be required to supply a current driving record from your state of license. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form.
- Return your application with a letter of reference to Philmont at the address below. Philmont will notify you when a decision is reached.

Seasonal Personnel - Philmont Scout Ranch, 17 Deer Run Rd., Cimarron, NM 87714

Phone: 575-376-2281 | FAX: 575-376-2636 | Email: philstaff@philmontscoutranch.org

Representative Philmont Jobs
Use this page to give us a better understanding of your interests and experience. CIRCLE OR HIGHLIGHT ANY JOB, PROGRAM, OR SKILL YOU HAVE EXPERIENCED either as a participant or as an instructor. Elaborate on your résumé. First time staff members should be aware that there are many jobs for which Philmont receives a large number of applicants. Indicating a variety of Choices of Employment may increase your chances of selection.

P - Previous Philmont Staff Experience A - 21+ years of age D- Driving Required W - Winter F - Fall S - Spring
\* Positions that MUST meet Philmont's backcountry Height/Weight Requirements For a brief job description of each of the positions below, go to www.PhilmontScoutRanch.org/jobs

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*Assistant OA Trail Crew Foreman *Assistant OA Trail Crew Foreman *Trail Crew Trek Foreman *Trail Crew Trek Foreman *Trail Crew Trek Foreman  *Chief Ranger *Associate Chief Ranger *Associate Chief Ranger *Associate Chief Ranger *Apple Apple		AP			*Autumn Adventure	APDF
*Assistant OA Trail Crew Foreman *Trail Crew Trek Foreman  *Ranger Department *Chief Ranger APD *Associate Chief Ranger APD *Rayado Trek Coordinator APD *Ranger Trainer PAcademy Coordinator PP *Schedule Coordinator PD  *Schedule Coordinator PD  *Assistant Manager Activities Staff Tent City Manager Tent City Ma						
*Trail Crew Trek Foreman  Ranger Department  *Chief Ranger APD  *Associate Chief Ranger APD  *Rayado Trek Coordinator  *Mountain Trek Coordinator  *Ranger Trainer  *And APD  *And APD  *Security  *Supervisor APD  *Security Staff Clerk  And AD  *Note: All staff who hike in the backcountry MUST meet the Height  *Weight Requirements.  *Weight Requirements.	*Assistant OA Trail Crew Foremo	an			*Kanik	APDW
*Chief Ranger APD *Associate Chief Ranger APD *Rayado Trek Coordinator APD *Mountain Trek Coordinator *P* *Ranger Trainer *P* *Ranger Trainer *P* *Mountain Trek Ranger *Mountain Trek Ranger *P* *Schedule Coordinator *P* *Schedule Coordinator *P* *Schedule Coordinator *P* *App APD Security *Supervisor APD *Supervisor	*Trail Crew Trek Foreman			D		
*Chief Ranger *Associate Chief Ranger *Rayado Trek Coordinator *Mountain Trek Coordinator *Ranger Trainer *Academy Coordinator *Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Mountain Trek Ranger *P *Schedule Coordinator *P	Ranger Department			. 5	*Positions that MUST most Phi	ilmont's
*Associate Chief Ranger *Rayado Trek Coordinator *Mountain Trek Coordinator *Ranger Trainer *Academy Coordinator *Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Schedule Coordinator *P  *Supervisor *Supervisor *Supervisor *Security Staff Clerk  *Supervisor *Security Staff Clerk  *Note: All staff who hike in the backcountry MUST meet the Height & Weight Requirements.		APD		AD		
*Rayado Trek Coordinator *Mountain Trek Coordinator *Ranger Trainer *Academy Coordinator *Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Schedule Coordinator *P  *Schedule Coordinator  *Supervisor *Security Staff Clerk  *Security Staff Clerk  *Note: All staff who hike in the backcountry MUST meet the Height & Weight Requirements.		APD				nī
*Mountain Trek Coordinator *Ranger Trainer *Academy Coordinator *Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Mountain Trek Ranger *Schedule Coordinator *P  *Schedule Coordinator  *AD *Security Staff Clerk  Note: All staff who hike in the backcountry MUST meet the Height & Weight Requirements.					Requirements	
*Ranger Trainer P *Academy Coordinator P *Ranger *Mountain Trek Ranger P *Schedule Coordinator PD *Clerk  Note: All staff who hike in the backcountry MUST meet the Height & Weight Requirements.				ΑĎ		
*Academy Coordinator P *Ranger *Mountain Trek Ranger P *Schedule Coordinator PD  *Backcountry MUST meet the Height & Weight Requirements.		Р	Clerk		Note: All staff who hike in the	<b>)</b>
*Ranger *Mountain Trek Ranger P *Schedule Coordinator PD		Р				
*Mountain Irek Ranger P   *Schedule Coordinator PD	*Ranger					. 3
Concerned Development Design Consult Development 47 Dear Drum Del Cimparison NM 07744					ı	

Seasonal Personnel - Philmont Scout Ranch, 17 Deer Run Rd., Cimarron, NM 87714 Phone: 575-376-2281 | FAX: 575-376-2636 | Email: philstaff@philmontscoutranch.org

## SEASONAL EMPLOYMENT APPLICATION

YEAR	Summer	☐ Autumn	□ Kanik □	Other, Part Time $lacksquare$
PLEASE TYPE OR PRIN	NT			Referred by:
NameLast	Firs	†	Middle	How did you find out about working at
Mailing Address	1113	•	Middle	Philmont?
Stre	et City	State	Zip	Previous Philmont Experience  Former Philmont Staff Member
Permanent Address(If Different) Street	et City	State	Zip	<ul> <li>Job Fair or College Job Posting</li> <li>Philmont Website</li> <li>Council Service Center</li> </ul>
Mobile Phone #Are				Other
	a Code and Number			
Social Security Nu	umber Driver's Lic	cense Number	State	Date of Birth (if under 21)
Emergency Contact	Name			Phone #
conviction has bee a crime is not an au were charged or co	n ordered sealed, expu tromatic bar to employ	unged, or eradio oment. All circu ong ago. Pleas	cated.) umstances will be	(You may answer "no" if your  Yes No. Conviction of considered, including what you are information about the
Is there any reason	you would be unable t	o drive a Philmo	ont vehicle?	vith children? Yes No Yes No (ie. DWI ,
First Choice Second Choice Third Choice NOTE: Enclose a brief rés	<b>Department</b> umé of your experience reg	arding each of you	r choices and be sure	to complete information on facing page.  ABLE TO START AND END
	Employment (BE SPECI			
		Mor	nth Day	Month Day
HIGH ADVENTURE BASE EX			Loogtion	Voorlo
				Year(s)
Philmont Participant:	■Expedition Year(s)	<b>L</b> Cc	avaicaae Year(s) _	Double H Year(s)
	OA Trail Crew Year(s)	<b>R</b> c	ayado Trek Year(s) _	Mountain Trek Year(s)
	ROCS Year(s)	<b>□</b> Rc	anch Hands Year(s) _	Trail Crew Trek Year(s)
Other High Adventure Lo	cation			Year(s)
Currently Registered As $\_$		Unit No	Council/Organize	ation
				Order of the Arrow
www.cai instrument(s) Play	/ed			

### **EDUCATIONAL BACKGROUND**

	Name & Location	Number of Years Attend	ded Major	Degree/Gradu	ation Date
High School					
Offices Held _					
Languages Sp	ooken Other Than Englis	h			
Final Grade P	oint Average				
<b>EMPLOYMENT</b>					
Present or Most R	Recent Employer		M	ay We Contact?_	YesN
		Job Title			
		t responsibilities, accomplish			
Reason for Leavi	na				
		d to resign from any job?			No
,	<u> </u>		<u>.</u>		
Are you aware o	of any limitations that you	u have which would prevent	you from performing	any of the position	ns for which
you have applied	d? Yes	No. Explain			
Will you give Philr	mont permission to do a	background check? (Pleas	e initial)	Yes	No
REFERENCES: Provi	ide names and addresses of	three persons (not relatives) who Address, City, Zip	have knowledge of your o	·	e and ability  one Number
person tents on p a letter detailing spouses or childre housing will not b	blatforms. Housing for r the extent of request given, and childcare is not	g provided by Philmont as po- married couples and their far ving ages and sex of each d provided. Children under t vritten request approved by on.	milies is very limited. lependent. There is no the age of 18 must be	If you need family no guarantee of er supervised by a p	r housing, attac mployment for parent. Family
Scout Oath or Pro BSA policies, pro completed BSA	omise, Law, and Declar gram, and managemer Annual Health and Med	ent, and in accordance with ation of Religious Principle. nt including those described ical Record – Parts A, B, C an ore employment will be gran	I agree to be loyal to in this application. I nd D upon my arrival,	and cooperate fu	ully with all the ubmit a
I authorize investi employment dec record. I author hereby declare t best of my knowl	igation of all statements cision, including but not rize all my previous emp that the information pro-	contained in this application limited to any investigation of loyers, schools, and all other vided by me in this application at any falsification or misreproperty.	n for employment as of statements made re references to furnish to on for employment is	egarding any prev the information red accurate and cor	vious criminal quested. I mplete to the
Applicant Signat	ure			 Date	

#### **SEASONAL STAFF APPLICANT REFERENCE** Philmont Scout Ranch, BSA

	is applying for a seasonal position at Philmont, where more than 1,000 staff
members are employed each summer.	This staff is responsible for hosting over 25,000 Scouts, Venturing Crews,
Advisors, and Training Center Participan	its each summer. The success of Philmont's operation depends upon its staff.
Mature, competent, top-flight people are	required to fulfill this important responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to the applicant or to:

Personnel Department, Philmont Scout Ranch, 17 Deer Run Rd., Cimarron NM 87714

FAX: 575.3	376.2636 (Please Not	e: IF YOU FAX, DO NO	OT MAIL, IF YOU MAIL	_, DO NOT FAX)
How well do you know Very well		Casually	Do not know th	nis person
Please circle the phras importance.	se that best describes	the applicant's behavi	or. Your comments	are also of the utmost
APPEARANCE:	flawless	well-groomed	generally neat	slovenly
DEPENDABILITY:	exceptional	Usually dependable	requires supervision	irresponsible
INITIATIVE:	resourceful/self motivated	industrious	has necessary drive	indifferent
PERSONALITY:	bland	pleasing	outgoing	magnetic
COOPERATION:	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
LEADERSHIP:	inspirational	able to take charge	good team member	incapable of leading
ATTITUDE:	always enthusiastic	positive	generally acceptable	negative
COMMON SENSE:	lacking	needs experience	usually sound	always sound judgment
ORAL EXPRESSION:	eloquent	fluent, excellent satisfactory grammar/vocabulary		limited
INTEGRITY:	always trust-worthy	generally reliable	sometimes lacking	can't be trusted
What, in your estimation,	is this person's greates	t ability?		
What, in your estimation,	can this person improve	e upon?		
	highly recommend e recommend employr do not recommend e	ment on the	e add any additional cor reverse side.	nments you wish to share
Print Name		Signed		
Scouting Position(I	f applicable)	Daytime Phone	Dat	e