

Please Fill Out Completely and  
Return To: Adam Goshorn

**Application For Employment**  
**Nature's Classroom Atop Lookout Mtn.**

P.O. Box 400  
Mentone, Al. 35984

Email Address: [natures@hiwaay.net](mailto:natures@hiwaay.net)  
Web Site: [www.naturesclassroom.com](http://www.naturesclassroom.com)

<p>Date of Application: _____ / _____ / _____ Month / Day / Year</p> <p>I am applying for:</p> <p><input type="checkbox"/> A Teaching position (minimum age 21)</p> <p><input type="checkbox"/> An Internship (minimum age 18)</p> <p><input type="checkbox"/> Fall                      Spring</p>		<p><b>Please Read "A Message to Prospective before completing application."</b></p> <p><b>Call with questions: 1-800-995-4769</b></p> <p style="text-align: right; color: blue;"><b>Current Photo Appreciated</b></p>
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<p><b>PERSONAL INFORMATION:</b> Social Security #: _____ - _____ - _____</p> <p>Mr. / Miss / Mrs: _____</p> <p style="text-align: center;">First (circle name called by)      Middle      Last</p> <p>Home Address: _____</p> <p style="text-align: center;">(city)                      (State)                      (Zip)</p> <p>C/O: _____ (Parent or Guardian)</p> <p>Home Phone: _____ (area code)                      phone number</p> <p>Date of Birth: _____</p> <p>Are you a U.S. Citizen?   <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>Age: (Years) _____</p> <p>University now attending, if applicable: _____</p> <p>School Address: _____</p> <p style="text-align: center;">(City)                      (State)                      (Zip)</p> <p>School Phone: _____ (area code)                      (phone number)</p> <p>Email Address: _____</p> <p>Send mail to _____ Home                      _____ School</p>
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Education			
College or Graduate Institution	Years:	Degree	Major

<p style="color: blue; text-decoration: underline;">Check if Current and note expiration date:</p>	
<p><input type="checkbox"/> Community CPR                      _____</p> <p><input type="checkbox"/> Adult CPR                                      _____</p> <p><input type="checkbox"/> Standard First Aid                      _____</p> <p><input type="checkbox"/> Advance First Aid                      _____</p> <p><input type="checkbox"/> WFR    _____</p> <p><input type="checkbox"/> WAFA    _____</p> <p><input type="checkbox"/> Other:    _____</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>CPR &amp; FIRST AID CERTIFICATIONS ARE REQUIRED! FOR THOSE WHO DO NOT HAVE THESE, WE WILL OFFER RED CROSS CERTIFICATION CLASSES DURING YOUR OFF-TIME.</b></p> </div>

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY - TURN PAGE AND COMPLETE APPLICATION!

<p><b>APPLICATION STATUS:</b>   <input type="checkbox"/> Interviewed      <input type="checkbox"/> Called for Interview</p> <p>_____ Response Sent      <input type="checkbox"/> W/F References      <input type="checkbox"/> References In    1. _____    2. _____    3. _____    4. _____</p> <p>INTERVIEWED BY: _____      DATE: _____</p> <p><b>COMMENTS:</b> _____</p> <p>_____</p> <p>_____</p>
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**ALL ABOUT YOU!**

**1. How did you become interested in working for Nature's Classroom?**

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**2. Tell us how your experience, education, and philosophy of life would equip you for a teaching position with Nature's Classroom?**

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**3. Please indicate membership to any organizations relating to outdoor, environmental, science, experiential, etc. education:**

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**4. Please indicate certifications relating to outdoor, environmental, science, experiential, etc. education:**

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**5. How would you describe your ability to get along with others?**

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**6. Describe both your strongest qualities and your area for growth.**

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**7. If I am hired and sign a contract with Nature's Classroom, I consider my signature and my word binding YES NO (circle one). I would break my contract only for what reason.**

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**8. Give a description of outdoor experiences or training that would help you in your work as a Nature's Classroom teacher.**

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**9. We have a variety of schools who attend our program: (for example, the private schools include Catholic, Protestant, and Jewish) . How would you be able to respect or honor each group's religious preferences?**

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**10. ACTIVITY QUALIFICATIONS:**

**List the activities or classes that you are most qualified to teach:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**11. SPECIFIC ABILITIES:**

**Can you do any of the following? Please explain.**

**Play Musical Instruments:**

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**Lead Singing:**

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**Storytelling:**

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**Others:**

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**12. Can you be happy being around children for 13 hours a day for up to 5 days a week?**

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**13. Please use back page, if additional space is needed, to tell us more about your credentials or experience.**

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**WORK EXPERIENCE & REFERENCES**

**Please Print Clearly**

**Teaching Experience Section**

Have you ever worked as a teacher? If so, please fill out the following section.

Position	Employer	Address	City, St.	Zip	Dates of Employment	Area code Phone No#	Contact Person

**Other Work Experience**


**References:**

Please list 3 references, professional or personal, that are not relatives.

References Position	Name	Address	City	State	Zip	Area code Phone Number	Indicate Date Reference Mailed

**Release Upon Misstatement**

I understand that if I am employed and if any statement herein is not true, I may be released immediately. If I am released, I will be paid only through the day of release.

**Child Abuse**

Have you ever been convicted of a crime, including sex-related, drug related and child abuse?

YES  NO. If YES, Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**N.C. Policies – Chemical Free Environment:**

Nature's Classroom prefers a non-smoking environment. We are a drug-free workplace. Drinking alcoholic beverages during or prior to scheduled work time or use of illegal drugs or abuse of prescription or non-prescription drugs or any kind **will not be tolerated** at any time during your employment with Nature's Classroom and that you will be discharged immediately if you do not comply with this policy. If hired, will you abide by the above policy?  YES  NO

**Essential Functions of Staff Positions at Nature's Classroom**

- ◆ Auditory ability to respond to critical incidents and perform routine First Aid task.
- ◆ Abilities to observe student behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- ◆ Physical ability to operate building emergency exits.
- ◆ Ability to plan activities that help all students in the school groups to experience success in their experiential experience with Nature's Classroom.
- ◆ Psychologically and emotionally capable to perform in a mature and calm manner during stressful situations; stamina enough to "last through a strenuous day".
- ◆ Ability to instruct or assist instruction in a "13-hour-a-day" schedule.
- ◆ Physical ability to respond quickly in any area of camp with emergency situations.
- ◆ Ability to participate in hikes, sports activities and various games.

**CAN YOU PERFORM THE ESSENTIAL FUNCTION OF STAFF POSITIONS AT NATURE'S CLASSROOM?**

YES  NO

**By Submission of Application:**

By submission of your application for employment on the staff of Nature's Classroom it is assumed:

- (1) You can perform Essential Functions of staff positions at Nature's Classroom,
- (2) Upon employment you will enter into the spirit of our program .
- (3) I understand a criminal background check is made on each employee.
- (4) You understand that Nature's Classroom reserves the right to require mandatory drug testing.
- (5) You will be expected to sign and follow a Code Of Conduct.
- (6) I understand that I will have to provide current immunization records, health form, and that a TB test is required for employment.

If you would like to work hard, give of yourself emotionally and spiritually, meet wonderful people from all over the world and learn more about yourself, please fill out, sign and send in the application. It will become a part of your personnel file.

I hereby submit this application for employment and certify that to my knowledge and belief, all statements are true and correct.

I affirm that I have neither been convicted of, nor am I the subject of pending charges for, any offense involving actual or attempted child abuse violation or sexual molestation in any jurisdiction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NATIONAL BACKGROUND INVESTIGATIONS, INC.**

Post Office Box 966, Stevensville, Maryland 21666

Tel: 410.604.2430 \* Fax: 410.604.2496

**APPLICANT RELEASE AND AUTHORIZATION FORM AB**

I hereby authorize **NATURES CLASSROOM and RIVERVIEW CAMP FOR GIRLS** or other authorized representatives of the company bearing this release to obtain any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release and discharge my prospective employer, other authorized representatives of the company, or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes. Please Provide Minimum 7 Years of Residential History Below.

Name: \_\_\_\_\_ Alias/Other: \_\_\_\_\_  
(First, Middle, Last – Print Clearly)

Date of Birth: \_\_\_\_\_ Social Sec. No.: \_\_\_\_\_

Driver's Lic. No.: \_\_\_\_\_ State: \_\_\_\_\_ Signature: \_\_\_\_\_

(1) Current Addr: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Dates/ From: \_\_\_\_\_ To: \_\_\_\_\_

(2) Previous Addr: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Dates/ From: \_\_\_\_\_ To: \_\_\_\_\_

(3) Previous Addr.: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Dates/From: \_\_\_\_\_ To: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: FOR CLIENT USE ONLY – Mark an "X" for any of the following:**

Would you like us to also check Alias/Other name listed above? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Be advised there is an additional equal charge per alias name)

**CRIMINAL HISTORY RECORD SEARCH:**

(1) Current Address \_\_\_\_\_ (2) Previous Address \_\_\_\_\_ (3) Previous Address \_\_\_\_\_

Maryland (Statewide) Criminal Search \_\_\_\_\_ Maryland Traffic Court Search \_\_\_\_\_  
Motor Vehicle Report (Driving Record) \_\_\_\_\_ Social Security Number Trace \_\_\_\_\_  
Sex Offender Registry \_\_\_\_\_ Wants/Warrants \_\_\_\_\_ Credit Report \_\_\_\_\_ Bankruptcy \_\_\_\_\_  
Federal Criminal \_\_\_\_\_ Federal Civil \_\_\_\_\_ Federal Tax Lien \_\_\_\_\_ State Tax Lien \_\_\_\_\_  
Workers' Compensation \_\_\_\_\_ Civil Judgment: Upper Court \_\_\_\_\_ Lower Court \_\_\_\_\_  
Verification (Specify Number of Items): Education \_\_\_\_\_ License \_\_\_\_\_ Employment \_\_\_\_\_

## Confidential Reference Questionnaire

### Letter to Reference

Dear Sir or Madam:

Greetings from Nature's Classroom Atop Lookout Mountain in scenic Mentone, Alabama. You are receiving this questionnaire because an applicant seeking employment on our experiential education teaching staff has given your name as a reference.

Nature's Classroom is an outdoor experiential education program specializing in hands-on learning and team building for private, public, and home-school groups (3<sup>rd</sup> grade through high school). Teachers at Nature's Classroom work (often independently) with 10-12 students teaching nature education through hands-on activities, leading nature hikes, and facilitating team-building activities.

Please take the time to carefully read and complete the Reference Questionnaire as accurately as possible. Your answers will help us determine if the applicant is appropriately suited to serve as an instructor here at Nature's Classroom. WE HAVE A GREAT RESPONSIBILITY IN SELECTING OUR STAFF, and we will be most appreciative if you will respond with utmost frankness. Please withhold nothing, favorable or unfavorable. Your opinion will be treated as confidential, and will be counted as one of the important factors in our decision. If you would like more information regarding our program to assist you in filling out the Reference Questionnaire please contact us directly or visit our website at [www.naturesclassroom.com](http://www.naturesclassroom.com)

After completing the enclosed questionnaire, fold and staple it before placing it in the mail. We work hard to seek out and hire qualified persons to serve as instructors and we appreciate you taking the time to assist us in this process.

Sincerely,

Adam Goshorn, Program Director

### Please Return Completed Reference Questionnaire to:

Nature's Classroom Atop Lookout Mountain  
Attn: Larry E. Hooks/Confidential  
P.O. BOX 400  
Mentone AL 35984-0400

### Job Applicant's Release to Prospective Employer to Request Information about the Applicant

I, \_\_\_\_\_ (applicant's name), have requested consideration for employment by **Nature's Classroom**. I am aware and have been informed by Representatives of **Nature's Classroom** that the statements I have made on my job application (and during interviews) will be completely checked out by **Nature's Classroom**. I hereby authorize **Nature's Classroom** to engage in background checks regarding any and all statements I have made on the job application ,during interviews and, further, to obtain any other information regarding my previous employment, veracity, skills and/or abilities which the above-named employer may deem relevant. I hereby release any individual, firm, partnership, corporation, and public official or public entity from any liability on any theory whatsoever for providing such information as described in the previous sentence to **Nature's Classroom**.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name of reference competing questionnaire: \_\_\_\_\_

What is your relationship to the Applicant? \_\_\_\_\_

How well would you say you know the applicant? ( ) Good Knowledge ( ) Average Knowledge ( ) Slight Knowledge

Employer or Supervisor: (From \_\_\_\_\_ to \_\_\_\_\_)

\_\_\_\_\_: (From \_\_\_\_\_ to \_\_\_\_\_)

Basing your judgment on ALL YOUNG PEOPLE you have known, how do you feel the applicant would rate according to the following qualifications?

	Excellent	Good	Average	Fair	Poor
<b>Character</b> Morals, integrity, sincerity, good example					
<b>Leadership</b> Strong, responsible, industrious					
<b>Maturity</b> Self-disciplined, judgment, emotional					
<b>Religious Convictions</b> Respectful of others views (we serve many religiously based schools)					
<b>Oral Expression</b> Good command & proper use of English language					
<b>Health &amp; Vitality</b> Able to endure a vigorous schedule.					
<b>Attitude</b> Cooperative. Pleasant. Works well with others as part of a team. Good Disposition					
<b>Sociable</b> Able to meet and deal with people easily					
<b>Patience</b> Able to understand & meet needs of children					
<b>Personal Appearance</b>					
<b>Working relationships with others</b>					
<b>Willingness to accept responsibility</b>					
<b>Initiative</b>					
<b>Enthusiasm/Cheerfulness</b>					
<b>Sense of humor</b>					
<b>Acceptance of supervision</b>					
<b>Physical stamina</b>					
<b>Adaptable to group living</b>					

### OBJECTIVE RATING

Under each question, check the phrase which most accurately describes the applicant's HABITUAL behavior with regard to that specific trait. In checking off the items listed under the seven personality characteristics, please remember that it will be the *truly exceptional person* who ranks high in all categories.

- 1 How well is the applicant able to direct and influence others along definite lines of action?
  - Poor leader; incapable of directing others
  - Usually follows the lead of others
  - Normally successful in directing and controlling others
  - Very successful in leading others
  - Exceptional leader: inspires others along desirable lines of action
- 2 How well does individual work with associates and others for the good of the group?
  - Cooperates grudgingly; makes trouble-obstructionist
  - Gives limited cooperation: neglects common good for own interests
  - Cooperates with others toward accomplishment of common cause
  - Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
  - Exceptionally successful in working with others and inspiring confidence
- 3 How does this person react to suggestions or criticisms by others?
  - Takes criticism as a personal insult
  - Resents suggestions
  - Listens to suggestions but may act without considering them
  - Follows suggestions willingly
  - Asks for criticisms and suggestions.
- 4 How responsible is applicant? Able to competently get things done on own?
  - Irresponsible even under supervision
  - With constant supervision will do satisfactory work
  - Usually needs detailed instructions with regular checks of work
  - Carries out routine activity on own responsibility
  - Exceptionally able to accomplish work without close supervision
- 5 How well does individual put his/her principles and convictions into action?
  - Fails to carry out convictions under adverse circumstances
  - Acts according to convictions under normal circumstances
  - Carries out principles and convictions constantly and boldly even in face of obstacles
- 6 How well does this person apply energy and persistence in following a job through?
  - Needs much prodding to complete work
  - Rather indifferent; does not finish job
  - Completes assigned tasks of own accord.
  - Industrious, energetic; dependable at all times.
  - Unusual perseverance; does more than expected.
- 7 How well does applicant control emotions?
  - Easily depressed, irritated or elated
  - Tends to be over-emotional
  - Unresponsive; apathetic
  - Tends to be unresponsive
  - Usually well-balanced
  - Well-balanced
  - Unusual balance between responsiveness and control

### NARRATIVE REPORT

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please say so.

- A. Impression of suitability as an instructor. Would you be willing to have your children under this individual's supervision for a period of days in an outdoor situation? If not, why not  
\_\_\_\_\_  
\_\_\_\_\_
- B. Maturity of judgment. How does this person react in situations of stress, i.e. make decisions?  
\_\_\_\_\_
- C. Influence of Life. Do you feel like this person will have a good influence on others?  
\_\_\_\_\_
- D. Dependability. Can be relied upon? Does this person take initiative in absence of authority?  
\_\_\_\_\_
- E. Are you aware of any questionable situations applicant has been involved in with reference to relationships with peers and children? (example: abuse situations)  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ How have you observed applicant?  
\_\_\_\_\_

Have you seen him/her in a leadership role with children? \_\_\_\_\_ If so, what leadership role?  
\_\_\_\_\_

To what extent are you aware of individual's use of drugs/alcohol?  
\_\_\_\_\_

General estimate (please circle)                  Hire                  Hirable                  Questionable

PLEASE COMMENT: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

**λ SPECIAL NOTE:** Since we are basing our decision on your recommendation we will appreciate a confidential call from you if you become aware of any situation that would not make this applicant the best choice for our organization. Please remember the applicant will be influencing many lives in their work environment here at Nature's Classroom.