

Please Fill Out Completely and  
Return To: **Susan & Larry Hooks**

**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)

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year

I am applying for:

A Teaching position (minimum age 21)

An Internship (minimum age 18)



Please Read "A Message to  
Prospective before  
completing application.

Call with questions:  
**1-800-995-4769**

**Current Photo Appreciated**

**PERSONAL INFORMATION:** Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mr. / Miss / Mrs:

\_\_\_\_\_ First (circle name called by) Middle Last

Home Address: \_\_\_\_\_  
\_\_\_\_\_ (city) (State) (Zip)

C/O: \_\_\_\_\_  
(Parent or Guardian)

Home Phone: \_\_\_\_\_  
(area code) phone number

Date of Birth: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

Age: (Years) \_\_\_\_\_

University now attending, if applicable:  
\_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_ (City) (State) (Zip)

School Phone: \_\_\_\_\_  
(area code) (phone number)

Email Address: \_\_\_\_\_

Send mail to \_\_\_\_\_ Home \_\_\_\_\_ School

**Education**

<u>College or Graduate Institution</u>	<u>Years:</u>	<u>Degree</u>	<u>Major</u>

**Check if Current and note expiration date:**

- Community CPR \_\_\_\_\_
- Adult CPR \_\_\_\_\_
- Standard First Aid \_\_\_\_\_
- Advance First Aid \_\_\_\_\_
- WFR \_\_\_\_\_
- WAFA \_\_\_\_\_
- Other: \_\_\_\_\_

**CPR & FIRST AID CERTIFICATIONS  
ARE REQUIRED! FOR THOSE WHO  
DO NOT HAVE THESE, WE WILL  
OFFER RED CROSS CERTIFICATION  
CLASSES DURING YOUR OFF-TIME.**

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

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**APPLICATION STATUS:**  Interviewed  Called for Interview

\_\_\_\_\_ Response Sent  W/F References  References In 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

**WORK EXPERIENCE & REFERENCES**

**Please Print Clearly**

Teaching Experience	Position	Employer	Address	City, St.	Zip	Dates of Employment	Area code Phone No#	Contact Person
Have you worked as a Teacher? __Yes__No								
If Yes, complete this section:								
<b>Other Work Experience:</b>								
<b>** References:</b>	<b>References Position</b>	<b>Name</b>	<b>Address</b>	<b>City</b>	<b>St.</b>	<b>Zip</b>	<b>Area code Phone No#</b>	<b>Indicate Date Ref. Mailed</b>
Please list 4 (not relatives)								

**\*\* NOTE** You are responsible to have reference persons return the enclosed reference forms. We cannot process your application until these are in. Please follow up on them.

**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

**Child Abuse**

Have you ever been convicted of a crime, including sex-related, drug related and child abuse?  YES  NO. If YES, Please Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**We thank you for your interest in being a part of the Nature’s Classroom Atop Lookout Mountain. Please send the completed application to our office. If you have any additional comments, please use the back page.**

**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

**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.

**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: \_\_\_\_\_



Please Fold, Staple at bottom, and mail.

REFERENCE QUESTIONNAIRE  
1-800-995-4769

Nature's Classroom, Atop Lookout Mtn.  
Mentone, Alabama

Confidential

Name: \_\_\_\_\_ Position applied for: \_\_\_\_\_

The above named has applied to work on our experiential education teaching staff, and has given your name as a reference. Nature's Classroom staff works independently with 10-12 students teaching nature education through hands-on activities, nature hikes and team-building activities. WE HAVE A GREAT RESPONSIBILITY IN SELECTING OUR STAFF, and we will be most appreciative if you will check this rating scale 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.

How well do 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?

	Tops	Excellent	Good	Average	Fair	Poor
<u>Character:</u> Morals . integrity . honesty . sincerity . good example . does not use drugs						
<u>Leadership:</u> strong, yet kind-enthusiastic . accepts responsibility . industrious						
<u>Maturity:</u> Self-disciplined . good judgment . emotional stability .						
<u>Religious Convictions:</u> Respectful of others views-(we serve many private, religiously based schools)						
<u>Oral Expression:</u> Good command and proper use of the English language						
<u>Health &amp; Vitality:</u> Able to endure a vigorous schedule.						
<u>Attitude:</u> Cooperative-pleasant able to work for and with others as part of a team, opposed to adverse talk. Good Disposition						
<u>Sociable:</u> Able to meet and deal with people easily						
<u>Patience:</u> Able to understand and meet needs of children						
<u>Personal Appearance:</u> professional, neatness						
Alertness; mental agility						
Working relationships with others						
Willingness to accept responsibility						
Initiative						
Honesty						
Enthusiasm/Cheerfulness						
Sense of humor						
Acceptance of supervision						
Physical stamina/Health and vigor/Endurance						
Adaptable to group living						

### 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: \_\_\_\_\_

Current Phone # of applicant: \_\_\_\_\_

\_\_\_\_\_  
(Area code) (Number)

FROM:

PLACE  
STAMP  
HERE

TO: **Larry E. Hooks/Confidential  
Nature's Classroom  
P.O. Box 400  
Mentone, Alabama 35984-0400**