



# Chilkat Guides, Ltd.

## Application for Employment

**DIRECTIONS:** Completely fill out all of the information requested for the position(s) that you are applying for. Please print in ink (or type) and add additional pages if needed. **All applicants must also include a cover letter and resume along with your application.**

### Applicants Personal Information:

**Name:**

First, middle, last

**Address:**

Street (House or PO Box)

City, State, Zip

**Phone Number:** (    )

Other phone number: (    )

**E-mail Address:** \_\_\_\_\_

**Job Applying For:**

**Dates of Availability:**

to

(Our season is May through September. Guide applicants must be available for training in mid-April and for work through August/September)

**Do you have a valid driver's license?**  Yes  No

(All Hike & Float guides must be insurable to drive company vehicles.)

**If hired can you provide proof that you are eligible to work in the United States?**  Yes  No

Please list your educational history including high school, any college, graduate work, as well as any previous course work applicable to the desired position.

Please list any certifications you currently have (eg. WFR, EMT, Swiftwater Rescue etc...) and any professional licenses you hold (eg. CDL, USCG etc) along with the expiration dates:

Have you ever been convicted of a felony?  Yes  No. If yes please explain.

Please indicate your current employer, current wage, and contact information for that employer.

May we contact?  Yes  No

## **SKILL INVENTORY:**

Please rate your abilities from 1 to 10 in the following categories (1 = no experience; 10 = very knowledgeable and can instruct). Attach any related comments to any category. It is not necessary for you to have high ratings in every area to be considered for employment. We seek only your honest assessment.

### **Interpersonal Skills, Work Habits, and Other Qualities**

- |   |  |
|---|--|
| <input type="checkbox"/> Get along with others  | <input type="checkbox"/> Act sensibly in emergencies                             |
| <input type="checkbox"/> Be aware of your emotions and moods  | <input type="checkbox"/> Talk amiably with new acquaintances                     |
| <input type="checkbox"/> Follow the leadership of your supervisor or co-workers                           | <input type="checkbox"/> Be cheerful when a guest complains about the weather    |
| <input type="checkbox"/> Communicate effectively with others  | <input type="checkbox"/> Admit your mistakes                                     |
| <input type="checkbox"/> Initiate work even when not requested  | <input type="checkbox"/> Lead co-workers and assistants                          |
| <input type="checkbox"/> Work as a team member  | <input type="checkbox"/> Plan your own work schedule                             |
| <input type="checkbox"/> Pay attention to details   | <input type="checkbox"/> Function at 100% in the face of difficulties            |
| <input type="checkbox"/> Think on your feet and turn a potentially negative situation into a positive one | <input type="checkbox"/> Fluency in foreign language. Languages spoken:<br>_____ |

### **Natural History Knowledge and Interpretation**

- Interpretation skills
- General natural history
- Alaska natural history
- Alaska cultural history
- Geology
- Plants and wildflowers
- Birds
- Mammals (Terrestrial)
- Mammals (Marine)

### **Office Skills (if applicable)**

- Data processing
- Typing
- Bookkeeping/accounting
- Guest reception
- Word Processing
- Phone reception
- Retail sales
- Computer use (list systems used)  
\_\_\_\_\_

### **Outdoor Skills (for guide positions)**

- |  |   |
|--|---|
| <input type="checkbox"/> Whitewater Rafting                      | <i>Please indicate rock and ice ratings you are comfortable climbing.</i> |
| <input type="checkbox"/> Sea Kayaking                            | <input type="checkbox"/> Top Rope Rock Climbing. _____                    |
| <input type="checkbox"/> Backpacking                             | <input type="checkbox"/> Lead Rock Climbing. Sport _____ Trad _____       |
| <input type="checkbox"/> Weather Prediction                      | <input type="checkbox"/> Top Rope Ice Climbing _____                      |
| <input type="checkbox"/> Outdoor Equipment Maintenance           | <input type="checkbox"/> Lead Ice Climbing _____                          |
| <input type="checkbox"/> Outdoor cooking                         | <input type="checkbox"/> Glacier Travel                                   |
| <input type="checkbox"/> Principles of dressing for the outdoors | <input type="checkbox"/> Snow Camping                                     |
| <input type="checkbox"/> Instructing Others in Outdoor Skills    | <input type="checkbox"/> Expedition Climbing                              |
| <input type="checkbox"/> Keeping novices comfortable outdoors    | <input type="checkbox"/> High Angle Rope/Rescue Systems                   |
|  | <input type="checkbox"/> Skiing   |
|  | <input type="checkbox"/> Avalanche Awareness/Rescue (Cert. Level___)      |

**GENERAL QUESTIONS:**

**COMPLETE THIS SECTION FOR ANY POSITION.** *Use extra paper if you prefer.*

1. Please describe other skills and talents that were not included in the previous questions (musical, artistic, acting, etc.).

**Outdoor Experience:**

Please list any relevant outdoor experience that you have including personal rafting trips, climbing accomplishments, sea kayaking expeditions, and specify whether it was a personal, guided, or professional (you were the guide) experience. You may substitute an outdoor resume in place of this section if desired.

## REFERENCES:

Please list the names, their title or occupation, and phone numbers of four persons, unrelated to you, to serve as your references. They must be able to comment on your work-related qualifications for the position(s) that you have applied for, as well as on personal qualities that may be relevant. We prefer at least two references being current or past supervisors.

Name 1: Phone: Email:

Relationship to Applicant:

Name 2: Phone: Email:

Relationship to Applicant:

Name 3: Phone: Email:

Relationship to Applicant:

## Optional:

If you have anything else you would like to add to aid us in consideration of your application, please include it here. If you feel your application is complete you may leave this section blank.

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING:

I understand that this is an application for employment, and that it does not guarantee that I will be offered employment with Chilkat Guides, Ltd. (CG). The information that I have provided (or will provide) in my cover letter, resume, application, and oral interviews is true and may be verified by CG. If I have made any false or misleading statements in my application materials, then CG shall have just and sufficient cause for refusal to hire, or if hired, termination.

The former employers, schools, persons, and other organizations that I have referenced in my application materials may provide CG any information relevant to this application. I hereby release all such parties from all liability from any damages, which may result for furnishing such information. If employed, I agree to adhere to all personnel policies set forth by CG. I also understand that if hired, the length of my employment is not guaranteed.

**I have read, understood, and agree to the statements above.**

Sign or Type Name:

Date:

**SEND THIS APPLICATION, ALONG WITH A COVER LETTER OF INTRODUCTION AND A CURRENT RESUME TO:**

Chilkat Guides, Ltd.  
P.O. Box 170  
Haines, AK 99827

**OR send it digitally (preferred): [raftalaska@chilkatguides.com](mailto:raftalaska@chilkatguides.com)**



**[WWW.CHILKATGUIDES.COM](http://WWW.CHILKATGUIDES.COM)**

**P.O. BOX 170 HAINES AK 99827**

Toll Free 800 766 3396 - Haines AK 907 766 2491 - Fax 907 766 3393 - Skagway AK 907 983 3365 - Alta UT 801 742 0100

**CONFIDENTIAL**

**Background Check Authorization**

Print Name:

(First)

(Middle)

(Last)

Former Name(s) and Dates Used:

Current Address Since:

(Mo/Yr) (Street)

(City)

(Zip/State)

Previous Address From:

(Mo/Yr) (Street)

(City)

(Zip/State)

Previous Address From:

(Mo/Yr) (Street)

(City)

(Zip/State)

Social Security Number:

DOB:

Telephone Number:

Driver's License Number/State:

The information contained in this application is correct to the best of my knowledge.

I hereby authorize **Chilkat Guides, Ltd.** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to **Chilkat Guides, Ltd.** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. **Chilkat Guides, Ltd.** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

I understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment may not be processed further.

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

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