



## Application Instructions

- √ Please read over the entire application before filling it out.
- √ Print neatly in **blue or black ink. (signatures must be signed, not typed)**
- √ If you need additional space to complete or explain an answer, use a separate sheet of paper.
- √ Use the checklist below to ensure that your application packet is complete.

### **RETURN APPLICATION via mail, email, fax *or* drop off TO:**

c/o Wyoming Conservation Corps RLDS - Dept. 3394

1000 E University • Laramie, WY 82071

[Jfried@uwyo.edu](mailto:Jfried@uwyo.edu) • [pharrin2@uwyo.edu](mailto:pharrin2@uwyo.edu) • fax: 307-766-3613

**Please contact the Wyoming Conservation Corps office if you have any questions**

• 307-766-3048 •

**SUBMIT BY 11-27-17 @ 5pm**

**Application Checklist** (make sure the following items are in your completed application packet with original signatures)

- WCC application form
- Resume and Cover Letter
- Two Completed Reference Forms – can be submitted directly from your reference

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*(Please print double sided)*

# WYOMING CONSERVATION CORPS

## WYOMING VETERANS TRAIL CREW APPLICATION

1000 E University, Laramie, WY 82071 • Phone: 307-766-3048 • Fax: 307-766-3613

Jfried@uwyo.edu • www.uwyo.edu/wcc/

Name:	Birthdate:		
Current Address:	City:	State:	Zip:
Email:	Home Phone:		
Work Phone:	Cell Phone:		

### EDUCATIONAL BACKGROUND

Name of School Last Attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Area of Study \_\_\_\_\_ Type of Degree/Date Received \_\_\_\_\_

#### Have you ever served in an AmeriCorps program before?

NO  YES (If yes, please list dates and program)

Term 1: \_\_\_\_\_ Term 2: \_\_\_\_\_ Term 3: \_\_\_\_\_

Do you have a driver's license?  NO  YES

Please list all moving violations in the past three years:

\_\_\_\_\_

#### Where did you hear about WCC?

University of Wyoming

Past/Current Corps Member

AmeriCorps Website

Internet Search

Flyer

Job Search Website: \_\_\_\_\_

Other: \_\_\_\_\_

#### Are you interested in learning more about the Health Insurance we offer?

No, I already have health insurance.

Yes, I'd like some more information.

#### Shirt Size

Small

Medium

Large

X Large

**PERSONAL STATEMENT:** PLEASE ANSWER THE FOLLOWING QUESTIONS. USE A SEPARATE SHEET OF PAPER.

1. Why do you want to serve in the Wyoming Veterans Trail Crew and what do you hope to gain from this experience? What qualities will you bring to this experience?
2. Tell us about your service with the military.
3. Please tell us about your experience in the outdoors. Do you have experience camping, hiking, or working outside?
4. Please describe your experience in working in a team or group and what you gained from that experience. List any sports, clubs, groups or volunteering you participate in.
5. Work at WCC involves hard physical labor in challenging outdoor conditions. Share a related experience and how you stayed motivated.
6. The WCC experience is focused on developing positive crew dynamics. Please list three components which you think make for a successful functioning crew.

**FELONY DISCLOSURE**

Have you ever been convicted of a felony or sexual misconduct or do you have charges pending?

YES  NO

If YES, please explain: \_\_\_\_\_

**CRIMINAL BACKGROUND CHECK CONSENT**

I (print name legibly) \_\_\_\_\_ hereby authorize the Wyoming Conservation Corps to conduct a criminal history background check on me. I understand that selection into the program is contingent upon the review of my criminal background. I also understand that I will be given an opportunity to review and challenge the factual accuracy of a result before action is taken to exclude me from the program. I understand that any information relating to the criminal history check will be kept confidential and will only be shared with authorized staff.

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

**WYOMING CONSERVATION CORPS** believes in healthy lifestyles modeling. Therefore, the possession or use of alcohol and drugs in WCC programs and activities is strictly prohibited, including evenings and weekends. All employees may be subjected to clinically administered drug tests. Do you agree to refrain from the use of all alcohol and other drugs if employed by WCC?

YES  NO

**NATURE OF THE WORK WITH WCC:**

The Wyoming Conservation Corps experience is extremely demanding both physically and mentally. Each year new members consistently underestimate the physical and mental requirements. **In addition to the physical demands of the projects, you should know that you will be sleeping and living outdoors much of the time in all weather conditions. Please consider the nature of the work prior to applying and let us know if you have any specific questions or concerns.**

Strenuous physical activity may include:

- Long days of shoveling, digging, and swinging heavy tools repetitively
- Heavy lifting; bending
- Hiking and carrying up to 60 pound backpacks at altitudes up to 12,000 ft.
- Working, eating, and living in the outdoors in all weather conditions
- Walking or working on steep or uneven terrain
- Working in extremes of heat or cold

**CERTIFICATION**

I certify that I have read the entire application, and all of the statements made in this application are true, correct and complete, to the best of my knowledge and are made in good faith. I understand that misinformation or omission of information could result in disqualification or termination as an AmeriCorps and Wyoming Conservation Corps member. I also understand that my selection for participation in the Wyoming Conservation Corps will require the following documentation:

- proof of identity via government issued photo identification and
- proof of US citizenship (i.e. birth certificate or US Passport) or INS Green Card.

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

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### Applicant Reference

This form should be completed by a person who is not a relative and knows the applicant well: such as a teacher, advisor, employer, group leader, coach or administrator. This form must be completed and returned to the WCC office before a position can be offered. Completed reference forms can be turned in with your application or at a later date.

**WCC CREW LEADER applicants are required to have two references.**

#### Applicant:

Please fill out the below information before giving to your reference.

Applicant Name: _____	Phone: _____
Address: _____	_____
Street _____	City _____ State _____ Zip Code _____
Name of Reference: _____	_____

#### Reference:

Please fill out the below information and return to the applicant. This form may be placed in a sealed envelope with the applicants name on the envelope, if so desired.

The above named individual is applying to be a Crew Leader with Wyoming Conservation Corps. If accepted, he/she will serve on natural resource-related projects. Crew Members will complete six, ten-day conservation projects around the state of Wyoming, living and working outdoors. Projects are located throughout the state of Wyoming and the duties could range from building hiking trails, habitat restoration, development reclamation, construction, scientific survey, and various agricultural projects.

The nature of the work involves hard physical labor, living and working in rugged outdoor conditions, and participating as a contributing member of a team.

Please keep in mind the nature of this work in your assessment of the applicant's capabilities and limitations. Candid responses are expected, and help the WCC make hiring decisions with the best interests of the young adults we serve in mind. Attach additional comments if necessary.

1. How long have you known the individual and in what capacity?

2. Please respond to the following statements about the applicant, using the indicated scale:

	Strongly Agree	Somewhat Agree	Neither agree nor disagree	Somewhat Disagree	Strongly Disagree	Do not know
Is mature and independent	5	4	3	2	1	n/a
Is open to new people and experiences	5	4	3	2	1	n/a
Demonstrates initiative and dedication	5	4	3	2	1	n/a
Is able to follow directions	5	4	3	2	1	n/a

Adapts well to changing circumstances	5	4	3	2	1	n/a
Is a hard worker	5	4	3	2	1	n/a
Shows a strong sense of responsibility	5	4	3	2	1	n/a
Interacts well with peers	5	4	3	2	1	n/a
Has strong communication skills	5	4	3	2	1	n/a
Demonstrates leadership capacity	5	4	3	2	1	n/a
Possesses a high energy level	5	4	3	2	1	n/a
Has a good sense of humor	5	4	3	2	1	n/a

3. Describe 2-3 of the applicants strongest attributes:

4. Describe one area the applicant can grow and/or improve in:

5. Use this space to reflect on any additional information regarding the applicant's qualifications:

**Reference Name** (please print): \_\_\_\_\_

**Profession/Title:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

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

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

**I recommend the applicant for a position as a WCC Crew Leader:**

No reservations

Some reservations

Significant reservations

**Reference Signature:** \_\_\_\_\_

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

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Street _____	City _____ State _____ Zip Code _____
Name of Reference: _____	_____

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**I recommend the applicant for a position as a WCC Crew Leader:**

No reservations

Some reservations

Significant reservations

**Reference Signature:** \_\_\_\_\_

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