

VISIONS

Employment Application

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I. Personal Information

Date of Application _____
(Enclosure of photo is optional)

Name (as it appears on passport or i.d.): _____

Preferred First Name: _____

Date of Birth: _____ Sex: _____ SS#: _____

Permanent Address: _____
Street City State Zip Code

Permanent Phone: _____ Dates at this location: _____
Indicate home, work, and/or cell.

Temporary Address: _____
Street City State Zip Code

Temporary Phone: _____ Dates at this location: _____
Home Work

E-Mail: _____

We communicate extensively via email; please indicate if you prefer to be contacted via the phone.

II. Educational Background

III. Work Experience

List previous employers and describe your responsibilities or attach a current resume:

	Name	Address	Phone	Dates Employed
1.	_____	_____	_____	_____
	Responsibilities: _____			
2.	_____	_____	_____	_____
	Responsibilities: _____			
3.	_____	_____	_____	_____
	Responsibilities: _____			

Please explain why you left your last job; can we call your previous employer for a reference?

Describe your experience working with teenagers (ages 14 to 18). *Have you worked with adolescents in residential programs before?*

IV. Abilities and Interests

Please rate your experience and ability in the following areas. **Indicate if you have formally instructed or are certified to lead where applicable.** Please keep in mind we seek a variety of skills, many of which do not appear below, and we do not expect potential staff members to be “Excellent” in every category!

	No Experience		Above Average		Briefly, concisely qualify or explain your rating here:
work with teens in a residential setting (explain fully)					
practical application of emergency medicine skills (explain fully)					
outdoor or other leadership (explain fully)					
rock climbing (explain fully)					
water sports: swimming, scuba diving, snorkeling, sea kayaking					
carpentry/construction (explain fully)					
masonry					
environmental work/ trail maintenance					
Other (explain fully)					

Why do you want to be a VISIONS program leader? Describe the strengths or special skills you would bring to the program.

Please discuss your experience and/or ability as a teacher, leader, in interpersonal communications, etc.

Briefly discuss any experience in other cultures or subcultures in or outside the U.S.

Please discuss any experience you have in community service or other volunteer work.

How did you hear about VISIONS?

Do you speak Spanish, French or Vietnamese? Indicate accurately your level of fluency. _____

Your valid driver's license State and Number: _____

Which types of vehicles you can drive? Standard shift Truck Large Van

List any driving infractions: *speeding tickets included and the date of last speeding ticket/s* _____

Are you currently under a doctor's care and/or taking medication? _____ If so, please explain.

Have you ever been convicted of any crimes including sex-related or child abuse crimes? _____ If so, attach a separate page and explain in detail. **Note: VISIONS must have a current Criminal Background Record Check on file prior to staff training as a condition for employment.**

V. References

List three references who can comment on your work who have *supervised* you in a work context. **NOTE: These should be employers or supervisors, not close personal friends or co-workers.** (Out-of-country references will **not** be called, but will be contacted via e-mail.) If you have rated yourself as a carpenter, or if you have *instructed* rock climbing, provide a reference for either (or both) among the three listed below.

Name	E-mail Address	Phone	Relationship
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VI. Other

- 1) VISIONS staffers are contracted to work either 6 weeks finishing at the end of July; 7 or 8 weeks finishing early August; or 10 weeks to the end of August. *How many weeks are you available?*
- 2) Please tell us what you believe are three critical requirements for working with adolescents.

EMERGENCY MEDICAL CERTIFICATIONS

Employment is contingent upon minimum current Standard First Aid and CPR certification valid for the duration of the summer. Alaska, Dominica, Viet Nam, Central and South America staffers must hold CPR and WILDERNESS First Aid Certification minimum. Caribbean and Mississippi staffers also must hold current Water Safety or Lifeguard certification in addition to CPR and Standard First Aid.

Please include with this application a photocopy of all valid Emergency Medicine certifications that will be current through the duration of your employment or send a photocopy to us immediately upon re-certification.

Check certifications currently or soon to be held: Lifeguard Water Safety Wilderness First Aid
Standard First Aid CPR Advanced First Aid AWFA WFR EMT WEMT

Please list other advanced certifications you hold. _____

...About Applying to VISIONS

Thanks for your interest in VISIONS! Feel free to attach additional information about your qualifications that you think is relevant to this application. We'll send a postcard or an email confirming receipt of this application.

VISIONS participants are enthusiastic, independent minded teens who want challenging service work; they want to explore, have fun and make new friends, too. They choose VISIONS after a personal home appointment or a telephone interview. We emphasize to all prospective participants that their level of participation and commitment directly affects the success of the group experience.

The majority of our participants come from affluent communities in the U.S. and overseas. Approximately 10% annually receive financial aid from VISIONS and/or other entities. An average of 35 states and 7 foreign countries is represented in the total enrollment annually.

VISIONS has a range of staffing needs. We seek people with specialized skills such as carpentry or masonry as well as folks who are solid all-around 'generalists.' Some programs require *fluency** in a second language. We look for individuals with outdoor skills, and we need staffers with advanced safety and emergency medicine certifications. We employ former Peace Corps volunteers, teachers, graduate students, and especially individuals who like teens and have worked with teens in residential settings. Often we employ individuals from the community and/or cultures of our program sites. Within the program framework set forth, we encourage staffers to inject their special strengths into daily program life while insisting that they follow established policies and protocols that ensure VISIONS priorities: the goals of the program, participants' well-being and the overall quality of the experience.

VISIONS emphasizes teamwork, professionalism, and safe conduct. A successful VISIONS program requires active integration on-site of explicit program components, multiple logistics and other variables. A lot goes into and goes on in a VISIONS summer—it is jam-packed and intense. A staffer's job is demanding. If you join VISIONS, you are committing to a work attitude that is fundamentally cooperative, respectful, positive, flexible and safety-conscious. A team player mindset is essential. Teamwork ensures a sound program foundation, a high quality experience for participants, and successful service work.

A VISIONS staffer is on board for the kids first and should enjoy working with teens. Our staffers are patient guides; listeners, not lecturers. We seek staffers who are accessible, not aloof; who can provide firm direction, not heavy-handed authority. At the same time, we expect that

that staffers will not hesitate to define limits and enforce boundaries with safety in mind; who will make mature decisions about what's appropriate and what's not. Kids need clear guidelines, firm boundaries and genuinely interested adults for a positive summer experience.

While VISIONS prefers personal interviews when possible, we schedule in-depth telephone interviews when necessary. We do not travel beyond the East Coast region specifically to interview staff. However, we do arrange to interview staff candidates during routine annual travel to other regions in the US to recruit participants. Call our office to find out if and when we'll be near your area.

All VISIONS Staffers Must Be...

- At least 23 years old
- Licensed to drive with a good driving record
- Minimum certified for the duration of the summer in CPR and Standard First Aid. Some programs also require Wilderness First Aid, Water Safety or Lifeguard certification. Certifications are not required in order to apply for a position, but must be attained prior to summer employment.

The staff-to-student ratio is one to four or five on every program. Participant enrollment ranges from minimum 17 to maximum 25. A typical program site has five or six staff *including* the program director. Staffers work six full days a week with one full day and night off.

Staff training/orientation is in Newport, PA, starting June 19th for three days and continues at the program site for at least one week before participants arrive. Minimum summer employment is six weeks or through the end of July / early August. Maximum employment is ten weeks, into the fourth week of August.

Salaries are commensurate with industry standards, experience, job description and tenure. Room and board is included. Transportation to orientation in PA is the staffer's responsibility. VISIONS covers costs of roundtrip transportation to/from program sites.

VISIONS programs are hard work and demanding. We ask a lot of our summer employees. Yet our experience and the annual staff return rate (43% - 55%) tells us that staffers, like the participants, get back at least as much as they give. Still interested? If VISIONS sounds like a program you can commit to, please apply.

Program Sites in Vietnam, the Caribbean, West Indies, Central and South America, and the United States.

VISIONS is an equal opportunity employer accepting staff of any race, color, creed, and sex, national or ethnic origin.

*Foreign language fluency must be sound—well beyond simply a basic ability to communicate and comprehend.