



# Philmont Scout Ranch

## Seasonal Staff Application

### Information About Employment



**Please read this section completely before proceeding.**

- Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 25,000 participants in backcountry hiking/camping programs and training conferences for Scouters and their families.
- Applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- The minimum age requirement is 18. BSA standards require a minimum age of 21 for some positions. **Most First year staff applicants will be considered for Base Camp positions.**
- Length of employment varies with job assignment. The majority of contracts will run from **June 1 to August 22**. Fall Training Center programs (September to November), Autumn Adventure (September to November) and Kanik (December to March) seasons vary. **List your specific arrival and departure dates on the application; some variation in dates may be considered.**
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the BSA, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to Philmont's standards of personal appearance. Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of the ranch management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and **complete the entire application**, including "Representative Philmont Jobs", even if you have worked at Philmont before and/or if you have submitted a résumé. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- A brief résumé of your experience for each of your choices is required. Some jobs are only offered in certain seasons. **Some departments (horse, photo, etc.) will not consider applications without a résumé.**
- At least one letter of recommendation, or a completed Philmont Reference Form, preferably from a member of your local council's professional staff, is required. This information should be sealed in an envelope and mailed at about the same time as your application.
- Some positions require vehicle driving. You must supply a current driving record at time of application from your state of license to qualify for such a position. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form.
- Return your application with a letter of reference to Philmont at the address below. Opportunities for summer employment in key staff positions are best among those who apply prior to October 1, however applications will continue to be accepted after that time. Philmont will notify you when a decision is reached.

## Representative Philmont Jobs

Use this page to give us a better understanding of your interests and experience. **Circle or highlight any job, program, or skill you have experienced** either as a participant or as an instructor. Elaborate on your résumé. First time staff members should be aware that there are many jobs for which Philmont receives a large number of applicants. Indicating a variety of Choices of Employment may increase your chances of selection.

(P - Previous Philmont Staff Experience A - 21+ years of age D- Driving Required W - Winter F - Fall S - Spring)

### Office Support

Accounting Clerk  
Assistant Seasonal Registrar  
Seasonal Registrar  
Switchboard Operator  
Clerk-Typist/Computer  
PTC Registration Staff  
Secretary

### Food Service

Dining Hall Manager A  
Assistant Dining Hall Manager P  
Backcountry Cook  
Dining Hall Staff  
Cook AWFS

### Commissary

Commissary Manager AD  
Backcountry Commissary Manager  
Commissary Clerk  
Truck Driver (2 ton) AD  
Food Packing WF

### Trading Post

Trading Post Manager APD  
Assistant Trading Post Manager AD  
Warehouse Manager AD  
Warehouse Clerk D  
Trading Post/Snack Bar Clerk  
Backcountry Trading Post Manager

### Camping Headquarters Services

Manager AD  
Assistant Manager AD  
Postmaster AD  
Tent City Manager AD  
Services Staff

### Grounds and Maintenance

Housekeeper  
Villa Lawn and Garden Crew  
Headquarters Maintenance D  
Motor Vehicle Maintenance D

### Horse Department

Horseman APD  
Wrangler D  
Bear Researcher AD

### Museum

Kit Carson Director AP  
Kit Carson Staff  
Museum Shop Clerk  
Villa Staff

### Security

Supervisor AD  
Security Staff AD  
Clerk

### Quartermaster

Tent Repair Staff  
Warehouse Clerk  
Tent Crew S

### Rangers

Chief Ranger APD  
Associate Chief Ranger APD  
Rayado Trek Coordinator APD  
Mountain Trek Coordinator APD  
Ranger Trainer P  
Academy Coordinator P  
Ranger  
Mountain Trek Ranger P

### News and Photo Service

Manager APD  
Assistant Manager, PhilNews A  
Assistant Manager, Photo Lab A  
Photography Technician

### Conservation

Director of Conservation APD  
Associate/Assistant Director APD  
Surveyor PD  
Work Crew Foreman AP  
R.O.C.S. Guide AP  
Assistant R.O.C.S. Guide  
Conservationists  
Conservation Staff  
Work Crew  
OA Trail Crew Foreman AP  
Assistant OA Trail Crew Foreman

### Logistics Services

Manager APD  
Assistant Manager APD  
Transportation Manager APD  
Logistics Staff PD

### Medical

Director of Medical Services APD  
Medic A  
Medical Secretary  
Nurse A  
Health Lodge Support Staff AD  
Medical Recheck Staff  
Tent City Manager

### Headquarters Activities

Manager AD  
Assistant Manager D  
Activities Staff

### Training Center Programs

Program Director AD  
Assistant Program Director AD  
Group Leader I  
Group Leader II A  
Nursery (2 & under)  
Small Fry (3-5)  
Nina (girls 6-7)  
Tigers (boys 6-7)  
Chicas (girls 8-10)  
Cub Scouts (boys 7-9)  
Webelos (boys 9-10)  
Boy Scout (boys 11-13)  
Muchachas (girls 11-13)  
Los Jovenes (14-20)  
Senores (adults)  
Craft Lodge Manager/Assistant A  
Craft Lodge Staff  
Pony Wrangler A  
COPE Director A  
COPE Instructor

### Training Center Services

Manager AD  
Assistant Manager  
Tent City Manager/Assistant  
Services Staff  
Laundry

### Backcountry Programs

Backcountry Manager APD  
Camp Director AP  
Program Counselor  
Adobe Making/Construction  
Archeology  
Archery, 3 Dimensional  
Astronomy  
Blacksmithing  
Burro Packing  
Campfire Leadership  
Challenge Events  
Environment/Ecology/Nature  
Fishing/Fly Tying  
Gold Mining/Panning  
Indian Ethnology  
Logging Skills  
Mexican Homestead  
Mountain Biking  
Mountain Living/Homesteading  
Mountain Technology  
Muzzle Loading  
No Trace Camping  
Rifle Instructor/Shotgun Instructor A  
Rock Climbing  
Search Rescue/Wilderness Medicine  
Trapping  
Western Lore

**Kanik** APDW

**Autumn Adventure** APDF

SEASONAL EMPLOYMENT APPLICATION

YEAR \_\_\_\_\_ Summer  Autumn  Kanik  Other Part Time

PLEASE TYPE OR PRINT

Name \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
(If Different) Street City State Zip

Phone # \_\_\_\_\_  
Present Area Code and Number Permanent Area Code and Number

E-Mail Address \_\_\_\_\_

\_\_\_\_\_ Social Security Number Driver's License Number State Date of Birth (if under 21)

\_\_\_\_\_ Name and Phone Number of Person to Contact in an Emergency

Have you ever been convicted of a felony? (You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.)  
\_\_\_\_ Yes \_\_\_\_ No. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

Is there anything Philmont should know that makes you unsuitable to work with children? \_\_\_\_ Yes \_\_\_\_ No

Is there any reason you would be unable to drive a Philmont vehicle? \_\_\_\_ Yes \_\_\_\_ No (ie. DWI, moving violations, etc.)

If yes to either, explain \_\_\_\_\_

**CHOICES OF EMPLOYMENT - PLEASE KEEP IN MIND THAT MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.**

Department

Position

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

NOTE: Enclose a brief résumé of your experience regarding each of your choices and be sure to complete information on facing page. If your choices involve driving, you must submit a current motor vehicle record.

Dates Available for Employment (BE SPECIFIC) From   To   Typical Dates: June 1 to August 22  
Month Day Month Day

**HIGH ADVENTURE BASE EXPERIENCE**

Past Staff Positions \_\_\_\_\_ Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Philmont Participant: Expedition  Year(s) \_\_\_\_\_ - Trail Crew  Year(s) \_\_\_\_\_ - Rayado Trek  Year(s) \_\_\_\_\_ - Mountain Trek  Year(s) \_\_\_\_\_

Other High Adventure Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Youth Organization Experience \_\_\_\_\_

Currently Registered As \_\_\_\_\_ Unit No. \_\_\_\_\_ Council/Organization \_\_\_\_\_

Number Years Tenure as a Youth \_\_\_\_\_ As an Adult \_\_\_\_\_

Offices Held \_\_\_\_\_

BSA Rank : \_\_\_\_\_ Other Achievements: \_\_\_\_\_ Order of the Arrow \_\_\_\_\_

Have You Ever Served on a Camp Staff? \_\_\_\_\_ When/Where? \_\_\_\_\_

Describe Leadership Experience \_\_\_\_\_

Describe Training Completed \_\_\_\_\_

List Current Certifications and Dates (First Aid, CPR, EMT, Rifle, etc.) \_\_\_\_\_

Hobbies, skills, and special interests (music, story telling, song leading etc.) \_\_\_\_\_

DO NOT DETACH

**EDUCATIONAL BACKGROUND**

Name & Location

Number of Years Attended

Major

Degree/Graduation Date

High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

Scholastic Honors \_\_\_\_\_

Sports \_\_\_\_\_

Activities \_\_\_\_\_

Offices Held \_\_\_\_\_

Languages Spoken Other Than English \_\_\_\_\_

Final Grade Point Average \_\_\_\_\_

**EMPLOYMENT**

Present or Most Recent Employer \_\_\_\_\_ May We Contact? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties (indicate significant responsibilities, accomplishments, and contributions) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever been discharged or asked to resign from any job? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Why? \_\_\_\_\_

Are you aware of any limitations that you have which would prevent you from performing any of the positions for which you have applied? \_\_\_\_\_ Yes \_\_\_\_\_ No. Explain \_\_\_\_\_

Will you give Philmont permission to do a background check? (Please initial) \_\_\_\_\_ Yes \_\_\_\_\_ No

**REFERENCES:** Give Philmont name and addresses of three persons (not relatives) who have knowledge of your character, experience and ability)

Name

Address, City, Zip

Day Phone Number

Night Phone Number

You will be expected to reside in housing provided by Philmont as part of your employment. Most summer housing is in two person tents on platforms. Housing for married couples and their families is very limited. If you need family housing, attach a letter detailing the extent of request giving ages and sex of each dependent. Family housing will not be available without a written request approved by the director. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. I further agree to submit a completed Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to any investigation of statements made regarding any previous criminal record. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workers' compensation benefits.

Signature \_\_\_\_\_

Signature of Parent if under 18 \_\_\_\_\_

Date \_\_\_\_\_

# PHILMONT SEASONAL STAFF APPLICANT REFERENCE

Philmont Scout Ranch

\_\_\_\_\_ is applying for a seasonal position at Philmont, where more than 800 staff members are employed each summer. This staff is responsible for hosting some 20,000 Scouts, Venture Crews, Advisors, and training conference participants each summer. The success of Philmont's operation depends upon its staff. Mature, competent, top-flight people are required to fulfill this important responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to:

*Personnel Department, Philmont Scout Ranch, Rt. 1 Box 35, Cimarron, NM 87714*

## How well do you know this applicant?

\_\_\_\_\_ very well      \_\_\_\_\_ rather well      \_\_\_\_\_ casually      \_\_\_\_\_ do not know this person

Please circle the phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.

<b>APPEARANCE:</b>	flawless	well-groomed	generally neat	slovenly
<b>DEPENDABILITY:</b>	exceptional	usually dependable	requires supervision	irresponsible
<b>INITIATIVE:</b>	resourceful, Self-motivated	industrious	has necessary drive	indifferent
<b>PERSONALITY:</b>	bland	pleasing	outgoing	magnetic
<b>COOPERATION:</b>	inspires confidence	cooperates willingly	usually cooperative	obstructionist
<b>LEADERSHIP:</b>	inspirational	able to take charge	good team member	incapable of leading
<b>ATTITUDE:</b>	always enthusiastic	positive	generally acceptable	negative
<b>COMMON SENSE:</b>	lacking	needs experience	usually sound	always uses sound judgment
<b>ORAL EXPRESSION:</b>	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
<b>INTEGRITY:</b>	always trust-worthy	generally reliable	sometimes lacking	can't be trusted

What, in your estimation, is this person's greatest ability?

What, in your estimation, can this person improve upon?

**Recommendation:**      \_\_\_\_\_ highly recommend employment  
   \_\_\_\_\_ recommend employment  
   \_\_\_\_\_ do not recommend employment

Please put any additional comments on the reverse side.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Council \_\_\_\_\_ Position \_\_\_\_\_