

# FLORIDA NATIONAL HIGH ADVENTURE SEA BASE APPLICATION FOR EMPLOYMENT



FLORIDA NATIONAL HIGH ADVENTURE SEA BASE  
BOY SCOUTS OF AMERICA  
P.O. BOX 1906 ISLAMORADA, FL 33036  
(305) 664-4173 Fax: (305) 664-2039  
[www.bsaseabase.org](http://www.bsaseabase.org)



## **PERSONAL INFORMATION:**

YOUR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_\_) \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
BEST TIME/PLACE TO CONTACT YOU: \_\_\_\_\_  
DATE OF BIRTH (optional): \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **EDUCATIONAL EXPERIENCE:**

NAME OF MOST RECENT SCHOOL: \_\_\_\_\_  
CURRENT GRADE/YEAR: \_\_\_\_\_ MAJOR/MINOR: \_\_\_\_\_ GPA: \_\_\_\_\_  
EXTRA-CURRICULAR ACTIVITIES & LEADERSHIP POSITIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **EMPLOYMENT HISTORY:**

LAST/CURRENT EMPLOYER: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DATES OF EMPLOYMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
DESCRIPTION OF DUTIES (emphasize primary responsibilities and accomplishments):  
\_\_\_\_\_  
\_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_ MAY WE CONTACT? YES  NO   
EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY JOB? YES  NO

**REFERENCES (REQUIRED):**

**ADULT MEMBER OF SCOUT UNIT, COLLEGE OFFICIAL, OR PAST EMPLOYER:**

NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_  
DAY TIME PHONE: (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_

**COMMUNITY LEADER:**

NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_  
DAY TIME PHONE: (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_

**TEACHER, SUPERVISOR, OR ASSOCIATE:**

NAME: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_  
DAY TIME PHONE: (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_

**YOU MUST HAVE ONE OR MORE OF YOUR REFERENCES FILL OUT AND RETURN THE ENCLOSED EVALUATION DIRECTLY TO THE SEA BASE**

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**EMPLOYMENT AVAILABILITY:**

*ALL DATES APPROXIMATE AND SUBJECT TO CHANGE WITH ATTENDANCE*

**SPRING:** January 4 thru Mid-May

**SUMMER:** Mid-May thru August 31

**FALL:** September 1 thru December 24

**CHRISTMAS:** December 25 thru January 3

ALL EMPLOYEES MUST BE AVAILABLE FOR THE FULL SEASON  
(Exceptions must be requested during interviews)

**AVAILABLE DATES (BE SPECIFIC): FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_**

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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 from 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.)

The position for which you are applying requires long, intensive, and irregular hours of work. Do you have any physical limitations that preclude you from performing any work? **Yes**  **No**

Have you ever lived away from home? **Yes**  **No**  If yes, how long? \_\_\_\_\_

The Florida National High Adventure Sea Base does not discriminate on the basis of race, creed, or national origin. Employment positions are open to all within our guidelines regardless of race, creed, or national origin.



**RELATED EXPERIENCE:**

Scouting background is a plus but not required  
**CPR & First Aid Training is required prior to employment at the Sea Base**  
Place an "X" where applicable.

**Aquatics Experience**

- Red Cross Lifeguard Training
- Water Safety Instructor
- Aquatics Instructor BSA
- National Camp School- Aquatics
- Captain's License
- \_\_\_\_\_

**SCUBA Experience**

- Circle Certification: PADI   NAUI   SSI   Other
- Open Water
  - Advanced Open Water
  - Rescue Diver
  - Divemaster
  - Assistant Instructor
  - OWSI Instructor
  - Specialty Instructor

**Medical Experience**

- Medical Student
- Paramedic
- Advanced First Aid Certification \_\_\_\_\_(date)
- Emergency Medical Technician
- Nursing: \_\_\_\_ Student \_\_\_\_\_ LPN \_\_\_\_\_ RN
- CPR Training \_\_\_\_\_(date)
- First Aid Training \_\_\_\_\_(date)

**Food Service Experience**

Job(s) \_\_\_\_\_  
 \_\_\_\_\_  
 # of People Served: \_\_\_\_\_

**Scouting Leadership & Training**

Offices Held & Courses Taken  
 \_\_\_\_\_  
 \_\_\_\_\_

**Camp Staff Experience**

Year	Camp and Position
_____	_____
_____	_____
_____	_____
_____	_____

Council: \_\_\_\_\_  
 Years as a Youth Scout: \_\_\_\_\_  
 Years as an Adult Scouter: \_\_\_\_\_  
 Scout Rank: \_\_\_\_\_  
 Current Scout Involvement: \_\_\_\_\_

Do you have National Camp School  
 Certification? Yes  No   
 Which: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_

**WHY DO YOU WANT TO WORK AT SEA BASE?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NUMBER (IN ORDER OF PREFERENCE) YOUR TOP 4 CHOICES OF THE FOLLOWING POSITIONS:**

*Unless otherwise noted, minimum age is 18. Some staff positions are required to be 21 years of age or older.*

- \_\_\_\_\_ **Commissioners:** Responsible for ensuring quality control for a specific program area. Serves as department head and supervises ten to thirty staff, conducts crew check-ins, inspects program equipment for proper use and repair. (minimum age 21) (all seasons)
- \_\_\_\_\_ **Dive Boat Captains:** Operates and maintains a 25' powerboat. Serves as the on-board safety watch for the SCUBA divers. Must be certified as a Rescue Diver and hold a Coast Guard Captains License. (minimum age 21) (spring, summer, Christmas)
- \_\_\_\_\_ **Island Captain:** Operates and maintains a 25' powerboat. Conducts snorkeling and fishing programs from the vessel. Must be knowledgeable in saltwater fishing and hold a Coast Guard Captains License. Must pass a USCG drug test. (minimum age 21) (spring, summer)
- \_\_\_\_\_ **Corinthian Mate:** Serves as first mate and helps maintain a safe, properly equipped, clean, and working 45' Corinthian vessel. Must be Rescue Diver certified and pass a USCG drug test. (spring, summer, Christmas)
- \_\_\_\_\_ **Island Mate:** Greet Scouts and Venturers and conduct swim reviews, snorkel lessons, and opening/closing programs. Responsible for leading crew through the Out Island program. Required to participate and live with crews in a primitive camp setting on Big Munson Island near Big Pine Key. (spring, summer, Christmas)
- \_\_\_\_\_ **Keys Adventure Mate:** Greet Scouts and Venturers and conduct swim reviews, snorkel lessons, and opening/closing programs. Responsible for leading crew through entire program. Live on base, and on island in primitive setting weekly. (spring, summer, Christmas)
- \_\_\_\_\_ **Coral Reef Mate:** Greets Scouts and Venturers and conducts swim reviews, snorkel lessons, and opening/closing programs. Predominantly helps with the Coral Reef Sailing program land based activities. The Coral Reef Mate does not sail with the crews. (spring, summer, Christmas)
- \_\_\_\_\_ **Sea Exploring Mate:** Serves as the Second Mate and greets Scouts and Venturers and conducts swim reviews, snorkel lessons and opening/closing programs for the Sea Exploring program. Mates sail aboard the vessel with the crew. (spring, summer, Christmas)
- \_\_\_\_\_ **SCUBA Instructor:** Conducts PADI certification courses and leads certified divers on night dives, artificial reef dives, and deep dives in the Florida Keys. Knowledge of tropical marine ecosystems is desirable. Must be PADI OWSI (or higher) certified. Sea Base provides employed instructor insurance. (spring, summer, Christmas)
- \_\_\_\_\_ **Divemaster:** Assists instructors in certification courses, leads SCUBA Adventure dives. Must be PADI, NAUI, or SSI certified Divemaster. (spring, summer, Christmas)
- \_\_\_\_\_ **SCUBA Mate:** Maintains SCUBA equipment, fills tanks, and works with SCUBA instructors with any program assistance. (summer)
- \_\_\_\_\_ **Head Cook:** Prepares well balanced meals, plans menus, and orders food and supplies. (all seasons)
- \_\_\_\_\_ **Galley Mate:** Assists the Head Cook in the preparation, serving, and clean up of meals. (all seasons)
- \_\_\_\_\_ **Ship's Store Clerk:** Assists in the operation, maintenance, and inventory of the Ship's Store. Prior retail sales experience is desirable. (spring, summer)
- \_\_\_\_\_ **Equipment Manager:** Responsible for issue, recovery, and maintenance of program equipment. Knowledge of fishing equipment desirable. (spring, summer)
- \_\_\_\_\_ **Commissary Manager:** Responsible for the ordering, inventory, and packing of food items to be sent on program vessels or to island base. (summer)
- \_\_\_\_\_ **Warehouse Manager:** Responsible for distribution of daily deliveries, cleanliness and organization of warehouse, assist Commissary Manager with inventory, and transporting of goods from the different Base locations. Prior fork lift experience is desirable. (summer)
- \_\_\_\_\_ **Assistant Ranger:** Vital to the support of the facility and general appearance of Sea Base. Ability to work independently. Tasks include landscaping and routine maintenance of property and buildings including light carpentry, plumbing and electrical. Mechanical background is required. (All seasons.)
- \_\_\_\_\_ **Conference Mate:** Facilitates the planning, organization, and execution of conference activities. (spring, fall)
- \_\_\_\_\_ **Internship:** Internships are available year-round, and can focus on areas from outdoor recreation and youth leadership to business management. (All seasons.)
- \_\_\_\_\_ **Dockmaster:** Manages the Coral Reef Sailing program docking assignments and is responsible for issue, recovery, maintenance and inventory of fishing and snorkeling supplies.

I authorize an investigation of all statements contained in this application for employment decision. I authorize all my previous employers, schools, and other references to furnish information requested. I hereby declare that the information in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification in this application is cause for discharge.

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

A personal resume of experience is welcome but not required. A photograph is optional but recommended.