

EDUCATION: SCHOOL DATES GRADUATION DATE AREA OF STUDY/DEGREE

HIGH SCHOOL _____

COLLEGE _____

SKILL INVENTORY - Circle skill level you have in each area:

1 - No Experience 2 - Some Experience 3 - Proficient/Can Perform without Supervision

Clerical/Administrative		Outdoor Education/Naturalist		Maintenance	
1 2 3	Word Processing	1 2 3	Developing Programs	1 2 3	Carpentry
1 2 3	Typing	1 2 3	Nature Interpretation	1 2 3	Electrical
1 2 3	Database Management	1 2 3	Camcraft Skills	1 2 3	Tractor Maintenance
1 2 3	Spreadsheet	1 2 3	Arts & Crafts	1 2 3	Vehicle Maintenance
1 2 3	Special Event Organizing	1 2 3	Folklore & Crafts	1 2 3	Landscaping
1 2 3	Office Systems	1 2 3	Musical Instrument/s	1 2 3	Lawn Maintenance
1 2 3	Bookkeeping/Accounting	1 2 3	New Games	1 2 3	Snow Removal
1 2 3	Budget Planning	1 2 3	Backpacking/Camping	1 2 3	Janitorial Services (Cleaning)
1 2 3	Newsletter Preparation	1 2 3	Outdoor Cooking	1 2 3	Appliance Repair
1 2 3	Desktop Publishing	1 2 3	Leadership Training for Youth	1 2 3	Trail Maintenance
1 2 3	Brochure Preparation	1 2 3	Report Writing/Articles	1 2 3	Painting
1 2 3	Grant Writing				
1 2 3	File/Office Organization				

LIST ANY OTHER SKILLS/INTERESTS WHICH WOULD ASSIST YOU WHILE WORKING FOR WOLDUMAR NATURE CENTER:

REFERENCES—Please list three (3) names with phone numbers.

Have you ever been convicted of a felony or any crime including sex or child abuse related offenses? YES NO

Are you a citizen of the United States or a legal alien? YES NO

Because Woldumar Nature Center employees work extensively with children, potential employees are required to submit to a background check through the Michigan State Police for liability purposes. Please sign the release form below.

I, _____, authorize Woldumar Nature Center to check with the Michigan State Police Concerning any felony convictions. I understand that all information will be kept strictly confidential.

I HAVE COMPLETED THIS APPLICATION TRUTHFULLY AND TO THE BEST OF MY ABILITY.

Signature

Date