

EMPLOYMENT APPLICATION

Dear applicant,

Thank you very much for your interest in Venture Europe.

This season we will expand our staff with some 20 new trip leaders and you could be one of them! Great applicants have leadership experience working with teenagers and skill experience that compliments our programs. We are seeking fun-loving, responsible young people who love working with teenagers and want to work in the outdoor adventure industry. We are eager to evaluate your application for a great summer job in Europe! Please complete and return all paperwork as soon as possible. We will contact you immediately after receiving your application. After a positive informal interview we will decide to invite you to staff training.

Staff training is mandatory and will be held prior to the start of the trips at the end of June.

BASIC TRIP LEADER REQUIREMENTS:

1. You must be 21 (minimum) - 29 (maximum) years old on June 24. If you are 20, please enquire about trainee positions.
2. College graduate, in the process of pursuing education, or teacher.
3. You must be available for 4-8 weeks of work between June 24th - August 17th. A maximum of 1 moving violation on your driving record in the past 3 years.
5. A minimum certification of Standard First Aid and Adult CPR. Additional training such as Wilderness First Aid or Wilderness First Responder is highly recommended.
6. International driver's license allowing driving in Europe is a must.
7. English + 1 additional European language is required.

PAPER WORK REQUIRED FOR CONSIDERATION:

1. Fully completed application & administration form.
2. Two reference forms submitted by work or youth leadership related areas. Can be submitted separately by the reference person. Reference letters from jobs in the outdoor and/or youth leadership fields can also replace the reference forms.
3. Photocopy of driver's license and passport.

When you have been selected as a trip leader for Venture Europe you will also be asked to submit copies of first aid certifications, criminal record, motor vehicle driving record and personal health/travel insurance. If you have these documents available at this time, do not hesitate to attach them to your application. This will save time later.

Please complete and return ASAP. Do not hesitate to contact our office with questions. Please attach a photocopy of passport, driver's license and a recent picture.

Venture Europe GmbH
Mellingerstrasse 2A
5400 Baden - Switzerland
Phone: +41 56 410 02 70 / **Fax:** + 41 56 410 02 71
Email: info@venture-europe.com

EMPLOYMENT APPLICATION PART 1

Personal background information

Name: _____ First: _____ Date of birth (dd/mm/yy): ____/____/____

Place of birth: _____ Gender: _____ Married: Y N to: _____

Address: _____ Citizenship: _____

Phone number: _____ Cell Phone: _____ Email: _____

Height in cm: _____ Weight in Kg.: _____

Driver's License State: _____ Country: _____

Have you had more than one moving violation in the last 3 years? _____

Have you ever been arrested? _____ Do you smoke? _____

In case of an emergency, please give us the information about a permanent relation:

Name: _____ Relation: _____ Phone: _____

Available to work this summer between (fill out 2 dates): _____

educational background

College/University Attended? _____ Dates? _____

Field of Study - Major/Minor? _____

Extracurricular activities: _____

Current profession: _____

Language knowledge: _____

Work experience

Please list your three most recent employers. One job experience should relate to the wilderness and/or youth leadership. The first row is an example for guidance:

Company Name Venture Europe	Contact Person Heidi De Koninck	Phone Number +41 56 410 0270	Date employment Summer 2006	Job description Trip leader
Company Name	Contact Person	Phone Number	Date employment	Job description
Company Name	Contact Person	Phone Number	Date employment	Job description
Company Name	Contact Person	Phone Number	Date employment	Job description

Certifications

Which First Aid/CPR certifications do you have? _____

Date of Issue: Date of Expiry: _____

Are you a certified lifeguard? YES NO

Are you a ski/snowboard instructor? YES NO

Are you a sailing instructor? YES NO

Do you have any other outdoor or guiding related certifications?

REFERENCE FORM PAGE 1

Dear applicant:

This reference form should be submitted to your work references.
Please ask the reference to kindly email these two pages directly to info@venture-europe.com.

Dear reference:

Venture Europe GmbH is an outdoor adventure program for teenagers in Europe, having its headquarter in Switzerland. Our trips include a combination of camping and wilderness activities and language immersion. We are looking for mature, responsible, professional adults with excellent leadership and communication skills to act as positive role models for teenagers and to facilitate skills in a variety of settings. This position is a 24-hour a day, 3 to 8 week task requiring **HIGH MOTIVATION** and patience. We are seeking a staff who can lead by example, articulate, listen, motivate and teach within a group setting. To the best of your knowledge please comment on the nature of the applicant's hard and soft skills.

The prompt return of this form will enhance the applicant's chances for summer employment. Please email the form directly to our office. Please be assured that your comments are 100% confidential.

Thank you,
Heidi De Koninck
Managing Director
Office Use Only

Please fill in blanks #1-3 and distribute immediately to your references.
Both references must be received for your application to be reviewed.

1. APPLICANT NAME:

2. _____ Reference Name
3. _____ Date
4. _____ Phone # specify day or night
5. _____ Job Title of reference
6. _____ Best time to call reference

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Evaluation:

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

2. Is this person exceptional? _____ Is this person honest, responsible and trustworthy? _____

3. Does your experience with this candidate include supervision of teenagers, camping, teaching or outdoors adventures in a wilderness setting? If yes, please explain:

4. What do you feel is the applicant's strongest and weakest quality as a leader for young people?
Strength:

Weakness:

5. Before each field please **rate** the applicant from 1-10 then comment. **1** is lowest and **10** is highest. Skip categories about which you are not informed. Don't guess.

a. _____ Zest forLife?

b. _____ Emotional maturity/judgement?

c. _____ Leadership skills?

d. _____ Back country experience and knowledge about outdoors?

e. _____ Success working with teenagers?

f. _____ Communication skills/Teaching skill?

g. _____ Tact/sensitivity to others?

h. _____ Defines/enforces & respects limits?

Other comments: