



# GLOBAL EXPEDITIONS, INC.

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P.O. Box 273 • Clyde Park, MT 59018 • Phone 406-686-9180 • Fax 406-686-4119

Dear Applicant:

Thank you for your interest in applying to Global Expeditions, Inc.

Global Expeditions, Inc. conducts luxury tented camps, zip line and outdoor adventures as varied as our client's individual dreams. Dates of employment for seasonal positions will generally range from approximately mid-December through April, and May through September depending on the assignment. These dates include staff training sessions, debriefing, and evaluations upon completion of the assignment. Some trips may offer unpaid days off between trips.

While we make every effort to employ each staff for the maximum number of days and cannot guarantee length of employment. We believe in making the strongest teams possible and we may wait until staff training to assign these trips.

Staff members must provide their own personal equipment, spending money, and transportation to and from the work and training site in Montana. Wages are based on qualifications and experience and our goal is to hire as many returning staff as possible.

We encourage you to return the application (we realize it is a bit daunting!) along with your résumé and your references as soon as possible for consideration for the upcoming season. Positions will be filled on a first come basis. Application materials need to be received by May 1<sup>st</sup> to be considered for the summer season and no later than December 1<sup>st</sup> for the Winter Season.

You will need to pass a background and drug screening process before employment will be offered. You will also need a current CPR/First Aid Certification or be able to obtain it before the start of the season.

Please feel free to contact us with any questions.

Sincerely,

Philip and Duran Atkins  
Co-Founders of Global Expeditions, Inc.

GLOBAL EXPEDITIONS, INC. STAFF APPLICATION

**PERTINENT INFORMATION**

Name: 

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(Last) (First) (Middle)

<b>Permanent Address:</b> (Where you can always be reached)	<b>Current Address:</b> (Through when? / / )
(Street)	(Street)
(City) (State) (Zip)	(City) (State) (Zip)
<b>Phone:</b>	<b>Phone:</b>
<b>E-Mail:</b>	<b>Position Applying For:</b>

<b>Dates Available:</b> / / to / / <i>Please note: The end date you enter above is very important information for Global Expeditions, Inc. when processing and approving your application. It is imperative that this date not change.</i>	Have you ever used any name other than the name on your application (including maiden name)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what are the names?
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Have you applied to Global Expeditions, Inc. before? Yes  No   
If yes, when?

How did you find out about us?

**CERTIFICATIONS**

Certifications	Current	Anticipated Date of Certification
CPR	Yes <input type="checkbox"/> No <input type="checkbox"/>	
First Aid	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Please list other pertinent certifications below:</i>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**EDUCATION**

SCHOOL	NAME & LOCATION	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
High School				
College				
Graduate School				
Other				

**ADDITIONAL EDUCATION** (NOLS, Outward Bound, BSA, or other)

Wilderness Education:

Other Education:

**ACTIVITIES**

In the following list please write :

- “1” before those activities you can organize and teach as an expert,
- “2” for those activities in which you can assist in teaching,
- “3” for those which are just your hobby, and
- “4” for those with which you have no experience.

Orienteering (map and compass)		Geo Caching		Mountaineering	
Flora and Fauna		Rock Climbing		Hiking	
Minimum Impact Camping		Zip line		Snow Camping	
Fly Fishing		Rappelling		Four Wheeling (4x4)	
Backpacking		River Kayaking		Dirt Biking/Motocross	
Team Building Games		Whitewater Rafting		Driving w/trailer	
Group Processing		Mountain Biking		Sailing	
Other:					

**GENERAL**

We ask that you answer the following questions *carefully and honestly*. A good match is critical for your experience, the integrity of the program and the participants.

Foreign Language(s) Spoken:

Foreign Countries visited:

Please state an interesting fact about yourself:

Please give example(s) of a time when you had to work in a team.

What has been your direct experience with group or general leadership? Please list and briefly describe.

Describe your personality and energy level. (Are you high energy or are you laid back?) Please explain.

Do you have experience with carpentry or mechanics? If yes, please explain. Include what tools and machinery you are proficient at using and repairing.

Please list your experience with computers and office experience, including software programs.

Who is the greatest influence in your life and why?

Describe your greatest strengths?

Describe areas needing improvement?

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What do you feel you can contribute working for Global Expeditions, Inc.?

**WORK EXPERIENCE**

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

If not, please explain:

**EMPLOYMENT HISTORY** (We **MUST** have a complete employment history of the last 5 years. Gaps in excess of 30 days must be accounted for.)

<b>1</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>2</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>3</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>4</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

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<b>5</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>6</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>7</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

<b>8</b>	<b>Dates Employed</b>	<b>Name/Address of Employer</b>	<b>Phone Number</b>
	From / /		
			<b>E-Mail</b>
	To / /		
	Supervisor's Name:		
	Position(s) Held:		
Reason For Leaving:			

*(For any additional employment, please attach a separate page with the above information)*

Please explain all gaps of more that 30 days (with applicable dates) in your employment history:

Have you ever been discharged from any employment? Yes  No

If yes, please explain the circumstances (if you wish):

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**A current unrestricted valid driver's license** with no major convictions during the previous ten years may be mandatory, depending on position. This includes convictions for driving under the influence of alcohol or drugs, reckless driving, hit and run, homicide or assault with a motor vehicle, drag racing, operating a motor vehicle without the owner's consent, license suspended or revoked within the previous three year period for accidents and/or moving violations. Driving record should reflect no more than three moving violations and/or chargeable accidents during the previous three years.

	Yes	No
Current Unrestricted Valid Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>
<i>State:</i> _____ <i>Number:</i> _____		
Motorcycle Endorsement?	<input type="checkbox"/>	<input type="checkbox"/>
Chauffeur's License?	<input type="checkbox"/>	<input type="checkbox"/>
Commercial driver's license (CDL) Class:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have personal health insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Do you own your own car?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have automobile insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Passport?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Number:</i> _____ <i>Expires:</i> _____		

Have you ever been convicted of a felony, misdemeanor or any of the above offences?

(A yes answer does not necessarily disqualify an applicant from consideration.)

Yes  No  If yes, describe:

**Military Service:**

Branch:

Rank in Military:

Total Years of Service:

Skills/Duties:

Related Details:

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**REFERENCES**

Please list three professional references (past employers) and one (non-family) personal reference (optional). Please let your references know that we will be contacting them and that you have signed a release so that they can provide information about you.

<b><i>Professional #1</i></b>	<b><i>Professional #2</i></b>
(Name)	(Name)
(Street)	(Street)
(Company & Job Title)	(Company & Job Title)
(City) (State) (Zip)	(City) (State) (Zip)
Preferred Phone Number:	Preferred Phone Number:
E-mail:	E-mail:

<b><i>Professional #3</i></b>	<b><i>Personal (Optional)</i></b>
(Name)	(Name)
(Street)	(Street)
(Company & Job Title)	
(City) (State) (Zip)	(City) (State) (Zip)
Preferred Phone Number:	Preferred Phone Number:
E-mail:	E-mail:

***Please read the job description(s) thoroughly and answer the following questions:***

Have you read the job description(s) thoroughly?

Yes  No

Can you perform the job functions specified for this position with or without reasonable accommodation?

Yes  No



*APPLICANT'S STATEMENT*

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS SIGNED AND DATED ARE CONSIDERED VALID.**

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that false statements or omissions on this application or made during my interview shall be cause for rejection of this application, or if hired, shall be grounds for dismissal, no matter when discovered.

I authorize investigation of all statements contained in the application or made during my interview and authorize the references listed above to give you any and all information concerning my current and previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I agree to immediately notify Global Expeditions, Inc. if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending, or if hired, after notice of hire and throughout my period of employment.

I understand that I will be required to sign a confidentiality agreement, should I become an employee of Global Expeditions, Inc. I understand that completing this application does not create a contract, does not indicate that there is a job open and does not obligate the company to hire me. I understand that there is a six-month probationary period for all new employees.

**I understand that, if offered a position, I will be required to provide information for the purpose of a background check, credit report (depending on position), driving record, education verification, and submit to a drug screen.**

**You will need to sign this document – please make arrangements to do so.**

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***PLEASE INCLUDE THE FOLLOWING ATTACHMENTS:***

- (1) Copy of your **First Aid certification(s)**
  - (2) Copy of your **CPR certification**
  - (3) Copy of your **current valid driver's license**
  - (4) Copy of other **certificates when applicable**
- (Please make sure all copies are completely legible with both **front and back** of each card).*

*Send all applications along with résumé by regular mail or fax to:*

**Duran Atkins**

**PO Box 273**

**Clyde Park, MT 59018**

**Phone: 406.686.9180**

**Fax: 406.686.4119**

**E-mail: [employment@globalexpeditionsinc.com](mailto:employment@globalexpeditionsinc.com)**