



Add cover letter, resume and submit to:
HUMAN RESOURCE MANAGER
 Great Smoky Mountains Institute at Tremont
 9275 Tremont Road • Townsend, TN 37882
 Ph: 865-448-6709 • Fax: 865-448-9250

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Last Name:	First Name:	MI
Current address:	City/State:	Zip:
Home Phone:	Work Phone:	E-mail:
Social Security # (optional)		
Position applied for:	Date available to begin work:	
Salary Desired:	May we contact your present employer?	
If less than 18, do you have certificate of age or employment?		
Are you eligible to work in the US?	Do you have a valid drivers license?	
Have you ever been convicted of or pleaded guilty to a felony?		
If yes, give dates and explanation		
Are you related to any current GSMIT employee?		
Name?		
Are you physically capable of carrying a 30lb backpack for 8-10 mile hike?		
Explain if NO.		

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE(S)

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments.

Skill type	Application, language, program, certifying agency and level, etc	Expiration Date if certified	Years of experience
First-aid			
CPR			
Life guarding			
Computer	PC or Mac		

Please answer the following questions as completely as possible (use additional paper if needed)

1-Why do you want to work at Great Smoky Mountains Institute at Tremont and how does it fit with career goals?

2-What have been three of the most valuable experiences of your life?

THIS AREA IS SPECIFIC TO **TEACHER/NATURALIST APPLICANTS** ONLY

Place the proper number next to each activity to indicate your level of experience or competency.

1=no experience; 2=minimal experience; 3=some experience (more of a student than teacher);

4=significant experience (capable of instructing others in this subject)

Naturalist skills –

Writing lesson plans	Storytelling	Stream ecology	Food service
Working with teachers	Research methods	Mushrooms	“New games”
Teaching techniques	Forest ecology	Wildlife	Music
Song leading	Insects	Birds	Art work
Night hikes	Adventure activities	Astronomy	Photography
Evening programs	Wildflowers	Trees	Large group activities
Dramatics	Geology	First-aid	Backpacking
Reptiles & amphibians	Appalachian culture & history	Facility maintenance	Play an instrument What?

Other experience areas to offer:

If hired, describe the approach you would use in leading children:

THIS AREA IS SPECIFIC FOR **SCIENCE/RESEARCH APPLICANTS** ONLY

Place the proper number next to each activity to indicate your level of experience or competency.

1=no experience; 2=minimal experience; 3=some experience (more of a student than teacher);

4=significant experience (capable of instructing others in this subject)

Research and Teaching Skills -

Data entry	Bird Identification	MS Excel
Data analysis	Insect Identification	MS Word
Field Biology	Insect collecting/pinning	Writing Curriculum
Research methods	Reptile identification	Teach identification
Wildflower identification	Amphibian identification	Evening programs
Mushroom identification	Digital photography	Arts activities

Other experience areas to offer:

You will be working on a number of research projects, much of the time outdoors, and with a variety of animals, plants, and atmospheric phenomena.

1-Please list any types of living things you would especially enjoy working with or know more about:

2-List any types of living things that you would prefer NOT to interact with. –Please explain.

Describe any previous research experience. If no prior experience, explain why you want to become involved in field research.

FOR ALL APPLICANTS

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to include any additional information necessary to describe your full qualifications for the specific position for which you are applying.

REFERENCES: List two past supervisors and one non-relative person who can speak about your qualifications in relationship to the position for which you are applying.

Name	Title/relationship	Phone number	Occupation

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from GSMIT's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, a criminal and driving record background check and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the GSMIT or me.

Date _____ Signature _____

Only those applicants completing all forms and submitting all paperwork (cover letter, application and resume) will be considered for employment at GSMIT.