

# Intern Application

*The American Bear Association & The Vince Shute Wildlife Sanctuary*  
*“North America’s Best Place to Observe and Photograph Wild Black Bears”*

Please use additional sheets if needed. **All interns must submit an application form, a resume, one reference, proof of insurance, and a letter of recommendation preferably from a supervisor or professor.**

Applications are accepted

via Email to [bears@americanbear.org](mailto:bears@americanbear.org) or

via Postal Service to

The ABA / VSWS

P.O. Box 77

Orr, MN 55771 USA

## PLEASE TYPE OR PRINT CLEARLY

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Valid Driver’s License (state & no.) \_\_\_\_\_

Do you have a CDL license? \_\_\_No \_\_\_Yes Have you ever driven a bus? \_\_\_No \_\_\_Yes Do you have any experience driving a forklift? \_\_\_No \_\_\_Yes

Dates you are available \_\_\_\_\_ Are these dates flexible? \_\_\_\_\_

Have you volunteered before for ABA/VSWS? \_\_\_No \_\_\_Yes

If Yes, Please list dates and year you volunteered with us before: \_\_\_\_\_

Please rank your interest/skill level (1 being most interested/skilled; 3 being least interested/skilled):

___ Grounds / Vehicle Maintenance	___ Office Work	___ Cook
___ Environmental Education	___ Gift Shop	___ Bear Food Prep
___ Admissions / Parking Lot	___ Special Programs	___ Research
___ Highway Clean-Up	___ Habitat Restoration	___ Nature Interpreter
___ Construction	___ Painting	___ Other: _____

Willing to Work Weekends? \_\_\_\_\_

Do you speak English? \_\_\_Yes \_\_\_No

If No, please rate/circle your level of English 1 being fluent, 5 being no English spoken.      1    2    3    4    5

Do you speak a language other than English? \_\_\_Yes \_\_\_No

If yes, what do you speak? \_\_\_\_\_ Circle how fluently: Fair Good Excellent

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? \_\_\_No \_\_\_Yes

If your answer is “Yes,” explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.

**EDUCATION:**

*Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.*

**Do you have a High School Diploma or GED?** \_\_\_No \_\_\_Yes.

If yes, name and location of high school or GED institute and year completed: \_\_\_\_\_

**Undergraduate Colleges or Universities:**

Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Type of Diploma or Degree: \_\_\_\_\_ Major/Minor Fields of Study: \_\_\_\_\_

**Graduate Schools:**

Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Type of Diploma or Degree: \_\_\_\_\_ Major/Minor Fields of Study: \_\_\_\_\_

**Technical or Vocational Schools:**

Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Type of Diploma or Degree: \_\_\_\_\_ Major/Minor Fields of Study: \_\_\_\_\_

Special Skills / Certifications / Experience— List all job related training or skills you possess and machines or office equipment you can use, such as computer equipment, types of software and hardware, chainsaw, power tools, etc. Attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outdoor Interests, hobbies or special training and skills \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

First Aid Training (please indicate highest level of certification) \_\_\_\_\_

CPR Certification: \_\_\_Yes \_\_\_No Expiration Date \_\_\_\_\_

**WORK HISTORY:**

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

- 1.) Include all employment. Begin with your current or last position and work back to your first. Employment history should include each position held, even those with the same employer.
- 2.) Employer addresses must be complete mailing addresses
- 3.) Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

*If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.*

Employment Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired \_\_\_\_\_ Student \_\_\_\_\_

Position Title: \_\_\_\_\_ Employer \_\_\_\_\_

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer's telephone No.: (     ) \_\_\_\_\_

Immediate Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Telephone Number: (     ) \_\_\_\_\_

\_\_\_\_ Full Time    \_\_\_\_ Part Time    \_\_\_\_ Summer    \_\_\_\_ Temp/Project

Average number of hours worked if part time: \_\_\_\_\_

Starting Date, Mo. Day and Yr: \_\_\_\_\_ Ending Date, Mo. Day and Yr. \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Summary of experience including special training/skills/qualifications you have used in the performance of this job.

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Position Title: \_\_\_\_\_ Employer \_\_\_\_\_

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer's telephone No.: (     ) \_\_\_\_\_

Immediate Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Telephone Number: (     ) \_\_\_\_\_

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Supervisor's Telephone Number: (    ) \_\_\_\_\_

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Summary of experience including special training/skills/qualifications you have used in the performance of this job.

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**VOLUNTEER EXPERIENCE:**

Other volunteer experiences (please give dates, locations, details of work completed): \_\_\_\_\_

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**MILITARY SERVICE:** *(a copy of a report of separation from the Armed Services may be required)*

Are you a veteran? \_\_\_ No \_\_\_ Yes If yes, list type of discharge status \_\_\_\_\_

Dates of Service (from/to): \_\_\_\_\_

**MISC:**

How did you first find out about this Volunteer or Intern position:

- |                              |                               |                           |
|------------------------------|-------------------------------|---------------------------|
| ___ Online Surfing the Web   | ___ Job Fair                  | ___ Book                  |
| ___ Newspaper                | ___ Recruitment Poster        | ___ College Career Day    |
| ___ Chat board               | ___ Message Board             | ___ Radio                 |
| ___ Professional Publication | ___ Online job or Career Site | ___ Online Volunteer Site |
| ___ Professor                | ___ Through Word of Mouth     | ___ Other: _____          |

Please elaborate. It will help us in future recruitments. \_\_\_\_\_

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Below is a list of questions relating to issues that will be relevant to you while at the Sanctuary. Please read through them and make your comments on a separate sheet. Your answers will not necessarily have any bearing on whether you are accepted as a volunteer. They simply enable us to learn a little more about each candidate so we can form a better idea of the person we might be working alongside. Please keep your answers detailed but somewhat brief.

- 1) Required work at the Sanctuary is often very physical and sometimes tedious. You may be weary and tired after a long day, and yet you still have to face the visiting public at 5pm. While we realize you have already expressed your interest in volunteer, please briefly tell us again why you think it would be worth it despite the “conditions.”
- 2) Do you have a medical history we should be aware of? Do you have any allergies?
- 3) Do you have any special dietary requirements? The VSWS provides meat and non-meat meal options.
- 4) Do you hold a driving license? If yes, have you driven both manual and automatic transmission? If you are unable to operate a manual transmission, we highly suggest you learn prior to your arrival at the Sanctuary.
- 5) Will you be bringing your own transportation to the sanctuary?
- 6.) Describe your health and level of fitness.
- 7.) How well do you get along with a wide range of people living in a remote setting? (The sanctuary has primitive group dwellings and no running water or electricity.)

### **Agreement**

As a potential volunteer/intern, I understand the following:

\* The American Bear Association discourages the feeding of wild black bears in all circumstances; however, the Vince Shute Wildlife Sanctuary has continued to manage the pre-existing condition of feeding wild black bears for the purpose of maintaining a unique education and research opportunity. The feeding of wild black bears continues to be a controversial issue and, as such, interns, volunteers, and employees are often asked to discuss our feeding program.

\*Volunteers and/or interns are expected to be self-motivated yet still able to work within a team.

\*The American Bear Association holds a neutral policy on the issue of hunting and trapping. Our volunteers come from all walks of life and sometimes hold totally opposite positions on this issue. It is critical to remember that the central mission of our organization is education and research, and, as such, everyone needs to feel welcome at the sanctuary. Volunteers, interns, staff, and the general public should feel comfortable at our facility, regardless of their personal views on hunting, trapping, logging, and other similar “controversial issues.” It is absolutely vital that while working at the sanctuary you respect the American Bear Association’s position and maintain its official neutral stance on such matters.

\*Staying on-site requires sharing living quarters with other volunteers and/or interns of the same sex. You will be asked to set aside personal differences for the main purpose of achieving the goals of the American Bear Association and the Vince Shute Wildlife Sanctuary.

I hereby declare that the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_