



Application for Employment

JOB DESCRIPTION

Season: Summer 2008
Job Title: Kayak Eco-tour Guide/ Instructor or Surf Instructor
Supervisor: Heather MacLean & Herman Hall
www.khkss.com, info@khkss.com

PRIMARY PURPOSE OF POSITION:

- Conduct kayak tours, surf lessons & instruction according to specifications for each activity, up to 10 tours per day and 40 hrs per week.
- Drive and maintain vehicles and trailers.
- Maintain equipment including boats, surf boards and gear.
- Help with promotion of tours, lessons, kayaking sales and rentals as needed.
- Help with reservations of kayak tours, surf lessons and rentals.
- Keeping a positive attitude and enthusiasm for guiding and teaching surf lessons.
- Keeping kayak and surf reservations and rental areas neat and clean.
- Willingly help out with a variety of tasks as needed by supervisor.
- Deliver and pick up rental equipment such as boards, wetsuits, kayaks and stand up paddle boards.

QUALIFICATIONS:

- Must have basic Red Cross 1st-Aid certification. (WFR preferred.)
- Must have Red Cross or Heartsaver CPR certification.
- Lifeguard training and NSSIA Surf Instructor certification preferred.
- Must have previous kayaking, instructing, or teaching experience
- Previous outdoor leadership experience a plus
- Complete guide training session (May 16th to 23rd)
- Wear required attire
- Ability to work flexible hours: including nights (Full Moon Tours), weekends, early mornings (Sunrise Tours), and holidays. **NO VACATION ALLOWED DURING MONTH OF JULY!!!
- Must be in good physical condition, able to lift kayaks comfortably (40-80 lbs), and work outside during hot, humid weather for long periods of time.
- Must be self-sufficient and able to work independently
- Must be a competent swimmer.
- Must enjoy talking with the public.



**FOR THE
PLANET**

MEMBER

- Must have valid drivers license with good driving record. (Copy of driving record required)
- Willingness to uphold and follow company policies.

BENEFITS FOR EMPLOYEES:

- Comprehensive guide training (May 16th to 23rd).
- New PFD and Paddle to use for the duration of your contract. Option to buy at the end of season.
- Employee Discount of 30% on retail at Kitty Hawk Sports' Nags Head store.
- Pro-purchase discounts on outdoor equipment and gear at the end of summer season from Kayak dealers, Patagonia, North Face and other dealers
- Company sponsored events and socials
- Opportunity to work outdoors kayaking, learning, and sharing knowledge of the outdoors.

KITTY HAWK KAYAK AND SURF SCHOOL JOB APPLICATION

FIRST NAME: _____ **MIDDLE:** _____ **LAST:** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

SOCIAL SECURITY #: _____ **PHONE NUMBER:** _____

CELL NUMBER: _____ **E-MAIL:** _____

HOW LONG AT THIS ADDRESS:

ARE YOU BETWEEN 18-65 YEARS OF AGE:

DATES AVAILABLE TO WORK (beginning and end):

ARE YOU ABLE TO MAKE THE KAYAK TRAINING MAY 18-25TH:

POSISITON APPLYING FOR:

EXPECTED RATE OF PAY:

FULL TIME: _____ **PART TIME:** _____ **OTHER:** _____ .

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN A MINOR TRAFFIC VIOLATION, IN A CRIMINAL COURT OR A MILITARY COURT MARTIAL? (IF YES PLEAS EXPLAIN WHEN AND WHERE) _____ .

_____ .

_____ .

HAVE YOU EVER RECEIVED A DUI OR DWI: (IF YES WHEN AND WHERE)

WERE YOU PREVIOUSLY EMPLOYED WITH KITTY HAWK SPORTS OR WATERSPORTS?: (IF YES, WHEN AND WHAT LOCATION)

NAMES OF FRIENDS OR RELATIVES WHO ARE PRESENTLY WORKING FOR US OR WHO HAVE DONE SO IN THE PAST:

HOW DID YOU LEARN OF A POSSIBLE OPENING WITH US?

EDUCATION AND TRAINING:

ELEMENTARY SCHOOL	NAME:	YEARS ATTENDED:	GRADUATED:
HIGH SCHOOL	NAME:	YEARS ATTENDED:	GRADUATED:
COLLEGE	NAME:	YEARS ATTENDED:	GRADUATED:
POST GRADUATE	NAME:	YEARS ATTENDED:	GRADUATED:

BUISNESS OR TRADE:

NAME:	YEARS ATTENDED:	GRADUATED:
NAME:	YEARS ATTENDED:	GRADUATED:

EMPLOYMENT HISTORY:

COMPANY NAME:	ADDRESS: Street: City: State: Zip:	Phone:
Type of Buisness:	Dates of employment: From: To:	Description of Work:
Weekly starting Salary: Weekly ending Salary:	Reason for leaving:	Name of Supervisor:

II.

COMPANY NAME:	ADDRESS: Street: City: State: Zip:	Phone:
Type of Buisness:	Dates of employment: From: To:	Description of Work:
Weekly starting Salary: Weekly ending Salary:	Reason for leaving:	Name of Supervisor:

III.

COMPANY NAME:	ADDRESS: Street: City: State: Zip:	Phone:
Type of Buisness:	Dates of employment: From:	Description of Work:

	To:	
Weekly starting Salary:	Reason for leaving:	Name of Supervisor:

CERTIFICATIONS:

***please list all that you have had in the past and when they expired.**

CPR:

FIRST AID:

WILDERNESS FIRST RESPONDER:

WILDERNESS EMERGENCY MEDICAL TECHNICIAN:

FIRST RESPONDER:

EMERGENCY MEDICAL TECHNICIAN:

LIFEGUARD CERTIFICATION: (WHAT TYPE):

OTHER:

PLEASE LIST WHAT EXPERIENCE YOU HAVE WITH THE FOLLOWING:

TEACHING/ INSTRUCTOR/GUIDE EXPERIENCE:

VOLUNTEER EXPERIENCE:

WILDERNESS EXPERIENCE, EXPEDITIONS & COURSES/RELATED EXPERIENCE:

What other special skills, personal characteristics, or talents do you have that would help you do a good job?

What do you feel has been your single greatest accomplishment during the last two years?

Why should you be hired for this job?

Please make an other comments that you feel would be pertinent to your acquiring a job with us:

REFERENCES:

***Give the name of three people of good standing, who are not related to you or who are not former employers, who can attest to your character and work ethic.**

I.	Occupation:	Phone Number:
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Name:		
II. Name:	Occupation:	Phone Number:
III. Name:	Occupation:	Phone Number:

Briefly describe your recreational activities and hobbies:

List any civic, business, professional or athletic activities that you participate in:

If you are applying for summer employment only do you have a place to live?

If so, where?

Lease till?

How would you get to work?

May we contact employers listed?

If not, indicate by the numbers (I, II, III) which ones.

Signature: _____ Date: _____.

PLEASE MAIL THIS APPLICATION IN WITH A COPY OF YOUR CERTIFICATIONS AND DRIVERS LICENCE (front and back). We will not run a check on this until we have had an interview with you.

Please mail to:

Kitty Hawk Kayak and Surf School
1407 Percy Street
Kill Devil Hills, NC 27948
www.khkss.com
info@khkss.com

