



Downlake Staff Application

Thank you for your interest in being a part of Holden's Downlake Staff.

Before applying, please visit our website www.holdenvillage.org to learn more about requirements, positions, openings, benefits and Village life. As you complete the application packet, please provide as much detail as possible about the skills and gifts you believe you can bring to the specific job for which you are applying.

Once we have received all of your application materials (including references), we will notify you of next steps. To check-in about your application, please contact our DownLake Operations Lead via email at downlake@holdenvillage.org.

Please submit this application and all other requested materials listed on the [Holden Job Board](#) page to staffing@holdenvillage.org or Staffing, HCO Box 2 Chelan, WA 98816.

*Holden Village carefully follows national, state, and local guidance for maintaining health and wellness throughout the COVID-19 pandemic. All guests, staff, and volunteers must be fully vaccinated against COVID-19 before arriving. **Mask requirements change based on current health and safety recommendations, so be prepared to meet this requirement at any time as Holden Village continues to respond to changing situations.** Please read more about our [Community Health Protocols and Practices](#). Please remember that all plans are subject to change as we continue to evolve our protocols for community wellness in light of emerging medical guidance.*



Staff Application

Name

Preferred Name/Nickname

Birthday

Age

Gender Identity

Gender Pronouns

Ethnicity

Email Address

Phone #

Current Address

Street

City

State

Zip Code

Permanent Address

Street

City

State

Zip Code

How did you learn about Holden Village?

Have you previously visited Holden Village or served on Holden Village Staff? In what capacity?

Proposed Date Range/Dates Available to Work on Staff - *these dates are approximate; please do not make travel plans until the Staffing Team sends a formal invitation to work on Staff*

Arrival:

Departure:

Work Position Preference - please list your top three positions of interest, keeping in mind start dates and availability. **check the [website](#) for up-to-date information on position available, responsibilities/requirements, and time commitments*

1.

2.

3.



Staff Application

Experience/Skills - please indicate your experience/certifications in the following areas:

Certifications	Operations Experience	Business/Education Experience
CDL, Class	Carpentry	Ability to lift 25lbs
CDL Endorsements	Firefighting	Ability to lift 50lbs
EMT	Heating/Ventilation/ Refrigeration	Ability to stand for 6 hours
Exp. Date	Landscaping	Bookkeeping
Food Handler's Card	Logging (chainsaw)	Children/Youth
Exp. Date:	Painting (interior/ exterior)	Computers
Heavy Equipment Operator Type:		Cooking/Baking
Mechanic		Cooking for Special Diets
Medical Professional State:	Music/Art Experience	Customer Service
Plumbing	Vocal musician	Event Planning
Teaching Certificate	Instrumental musician instrument(s):	Leadership/Supervision
Ages:	Arts/Crafts	Outdoor Education
Subjects:	Ceramics	
Water Treatment Systems	Weaving	
Wilderness First Response Exp. Date:		

Please list additional skills you are willing to share with the Holden Village community:



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Criminal History

Have you been convicted, pled guilty or no contest, or forfeited bond or collateral on a felony or misdemeanor in the last 10 years?

YES

NO

If yes, please list all crimes and explain them. (Do not include convictions for which the record has been sealed, expunged or eradicated.) A criminal history will not necessarily limit your invitation as a volunteer staff member. We will consider the nature of the crime, nature of the job, length of time since the crime, and evidence of rehabilitation.

Reference - *one reference is required with your application. Your reference must be from a former employer/supervisor and should not be a close relative or significant other. Please send a blank copy of the Holden Reference Form to your reference and ask them to submit it to staffing@holdenvillage.org.*

Name

Relationship

You may decide if you wish to have access to this information or not by circling a choice below and signing.

I waive my right to view this reference

I do not waive my right to view this reference

Signature

Date



Staff Application

Short Answer Questions

attached additional pages as needed

1. Why do you want to be part of Holden Village Downlake Staff?

2. Describe your experiences, skills, and qualifications for this position, including relevant work and educational experience.



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3. Hospitality and customer service are valued by Holden Village. Describe your engagement with these values.

4. Describe your ability to as a team player. Include examples from previous employment and your life outside of work.



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5. Fields Point Landing is remote, and the position offers a lot of solo work, which requires the ability to work independently. Describe your work practices and self-care practices that would help you to thrive in this context.