



Staff Application

Thank you for your interest in being a part of Holden's Full-Time staff, which is comprised of both unpaid and stipended volunteers and salaried employees.

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, as well as to the Village community where you would live.

Once we have received all of your application materials (including references), we will notify you of next steps which could take several weeks to several months depending on the time of the year. To check-in about your application, please contact us via email any time during the application process.

Single Applicants - 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.

Couple Applicants - each individual should submit their own Staff 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.

Family Applicants - For adults with kids interested in working on short-term staff in the summer, please visit the [Family Work Option](#) page on our website. If you are a family interested in applying for a long-term staff (1+ year) with your family, please contact staffing@holdenvillage.org to inquire about this possibility. Housing for families is limited and availability for families to be on staff varies over time.

*Holden Village carefully follows national, state, and local guidance for maintaining health and wellness throughout the COVID-19 pandemic. All Holden Staff are required to be fully "up-to-date" on all publicly available COVID-19 vaccines and boosters. All guests 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 check our website for more details about our Community 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.



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

Certifications	Operations Experience	Business/Other 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.

References - *your application is complete when all required references are received. References should not be close relatives or significant others. One reference must be from a former employer/supervisor.*

*Short-term applications require one reference.

*Summer Seasonal Head applications require two references.

*Long-Term & Employee applications require three references.

Name **Relationship**

Name **Relationship**

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



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Short Answer Questions (*seasonal, long-term & employee applicants only*) -
attached additional pages as needed

4. Describe yourself as a leader. Include relevant experience (s) working with volunteers and as a supervisor.

5. Holden Village is remote, accessible only by boat or thirty miles of mountain hiking. Describe the self-care practices that help you to thrive in this context.



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Short Answer Questions (*additional questions for families applying for long-term/employee positions*) - attached additional pages as needed

6. If you are applying as a family with children, please introduce each of your children.

7. How do you see your family transitioning to life at Holden? Describe opportunities and challenges for your family.

8. How do you envision your child(ren) at our remote and small Holden School? (Please note that special education services are not available on site).