

# Maine Conservation Corps

Trail Training Academy, Field Team Leader, Assistant Team Leader, Field Team Member  
and Environmental Educator

- ✓ Please read over the entire application before filling it out.
- ✓ Type or print neatly in ink.
- ✓ Print your full name at the bottom of each page in case pages are separated.
- ✓ If you need additional space to complete or explain an answer, use a separate sheet of paper.
- ✓ Use the checklist below to ensure that your application packet is complete.

## RETURN APPLICATION TO:

Maine Conservation Corps  
124 State House Station ♦ Augusta, ME 04333-0124  
**Please contact the Maine Conservation Corps office if you have any questions**  
207-624-6085 ♦ 1-800-245-5627 (Maine only)  
email: [corps.conservation@maine.gov](mailto:corps.conservation@maine.gov)

## Application Checklist (make sure the following items are in your completed application packet)

- MCC application form
- Personal motivation statement
- Two completed Reference Forms – can be submitted direct from your reference
- Resume and Cover Letter (optional but highly recommended)
- Transcripts from any college listed in the application – **Optional - Not required for Field Team Applicants**
- Proof of age /citizenship (copy of birth certificate or passport to show you are at least 18 years of age)
- Copy of your driver's license and a 5 year driving report from the Motor Vehicle Department of your home state – **We do not accept reports from Drivereport.com**
- Vehicle User Agreement form

**All applicants selected for our Field Team program will be required to submit their immunization record and have a recent physical.**

## APPLICANT PROFILE

### 1. Indicate the POSITION you are applying for:

- Trail Training Academy    Field Team Leader    Assistant Team Leader  
 Field Team Member    Environmental Educator

2. If selected, when is the earliest day you could start \_\_\_\_\_ Latest day you could stay \_\_\_\_\_

3. Name \_\_\_\_\_ 4. Date of Birth \_\_\_\_\_  
Last First Middle I. Month Day Year

5. Are you a United States Citizen, National, or lawful Permanent Resident Alien?    Yes    No

6. Current Address: (All information will be sent to this address unless you notify us of a change)

Number and Street City State Zip

Home Phone  Work or  Cell Phone E-Mail

**7. Permanent Address:** (where you can always be reached, such as that of a parent or guardian)

Number and Street	City	State	Zip
Home Phone	<input type="checkbox"/> Work or <input type="checkbox"/> Cell Phone	E-Mail	

**8. Phone Number where messages can be left:** \_\_\_\_\_

**9. First Aid Training:**

None    Community First Aid    Wilderness First Aid    First Responder    EMT

**10. Check all that apply:**

Currently enrolled in high school - anticipated graduation date \_\_\_\_\_    High School Diploma  
 GED    Some College    Associates Degree    Bachelor's Degree    Graduate Degree

**I certify, under penalty of law, that I have completed high school or its equivalent or will obtain a high school diploma prior to using the education award.** \_\_\_\_\_  
**Signature (Required)**

**11. Beginning with the most recent, list all schools attended, (use additional sheets, if necessary).**

<b>A. Name of School</b> _____	Dates Attended _____ to _____
Location of School:City _____	State _____
Major/Minor _____	Area of Study _____
Type of Degree or Certificate _____	Date Rec'd or Expected _____
<b>B. Name of School</b> _____	Dates Attended _____ to _____
Location of School:City _____	State _____
Major/Minor _____	Area of Study _____
Type of Degree or Certificate _____	Date Rec'd or Expected _____

**LEGAL**

**Answer all the following questions. Criminal conviction/adjudication may or may not disqualify you. Do not include minor traffic violations.**

**12. Have you been:** convicted of any criminal offense? a juvenile offender? on probation or parole? currently facing charges for any offenses or are any civil suits or judgments pending against you?

NO    YES   Date \_\_\_\_\_ Place \_\_\_\_\_ Charge \_\_\_\_\_ Action Taken \_\_\_\_\_

**13. I have a valid driver's license in the state of \_\_\_\_\_ License # \_\_\_\_\_**

## EMPLOYMENT HISTORY

**14. Positions held.** Begin with your most recent position. You may submit resume or additional sheets

<b>A. Present/Most Recent Employer</b> _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		_____	_____	_____
Street		City	State	Zip
Responsibilities:				
Reason for Leaving:				
<b>B. Past Employer</b> _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		_____	_____	_____
Street		City	State	Zip
Responsibilities:				
Reason for Leaving:				

## REFERENCES

**15. Two references are required.** Please select people who know you well and are familiar with your background. **You should not ask a family member, friend, classmate or co-worker to serve as a reference.** Consider asking supervisors, teachers or someone else familiar with your work experience, academic performance or community involvement. Please email or mail a copy of the MCC reference form to each of the people you identify.

Name \_\_\_\_\_ Position \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Relationship to You \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Relationship to You \_\_\_\_\_

## SKILLS AND EXPERIENCE

On a separate sheet of paper, provide information about the following.

**16. Describe any experience you have working with volunteers, with youth or providing environmental education.**

**17. List any outdoor activities and your experience level for any outdoor pursuits that you enjoy. (including hiking, backpacking, camping, canoeing, etc.)**

**18. List any sports, clubs, or other groups you participate with.**

**19. Describe your experience with any trades such as carpentry, mechanics, and masonry.**

20. List computer and technical programs and software you are familiar with.

**PERSONAL MOTIVATION STATEMENT**

On a separate sheet of paper, answer the following question in essay form.

21. Why do you want to join the Maine Conservation Corps?

**CERTIFICATION**

Your application must be certified with your original signature in ink. Please read carefully before signing. Unsigned applications and applications with photocopied signatures cannot be considered for admission.

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as a Maine Conservation Corps Member. I also understand that the information provided herein may be used to process my application for acceptance into the MCC and for other general routine purposes by the Maine Conservation Corps and it will not be disclosed outside of these entities without prior written permission.

I understand that the Maine Conservation Corps and any of their host Sites will be checking my references to learn about my work history and personal character. I understand these references are confidential. I give my permission for the MCC and any of their host Sites to contact any person or organization that would be useful in assessing my appropriateness for the position.

I further understand that the Maine Conservation Corps will submit my information to the FBI to perform a criminal background check.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE HELP US** – How did you find out about the Maine Conservation Corps program?

- Former MCC Member
- High School Guidance Counselor
- College/Career Planning Office
- Friend/Relative
- Email/Listserve
- Internet Website \_\_\_\_\_
- Television Story
- Maine State Career Center
- Radio

**OPTIONAL INFORMATION** – Economically disadvantaged applicants may be able to receive preference for admissions. If you would like to be considered for this preference, please answer the following.

Including yourself, how many people live in your household? \_\_\_\_\_

What is your total household income from all sources per year? \_\_\_\_\_

Do you or members of your household receive public assistance such as **TANF or Food Stamps**?

Yes, please specify: \_\_\_\_\_  No

Do you have children who rely on you as their primary caretaker or financial support?  Yes  No

**TO MAINE CONSERVATION CORPS APPLICANTS**  
**Please review this agreement and provide the required information.**

**I authorize the Maine Conservation Corps and the State of Maine Department of Administrative and Financial Services/Risk Management Division to research my driving record and to contact the Maine motor vehicle registry. I understand this agreement does not guarantee that I will be authorized to operate a State of Maine vehicle.**

\_\_\_\_\_ signature

\_\_\_\_\_ print name

\_\_\_\_\_ date

***Risk Management Division reserves the right of final approval. The vehicle may NOT be operated by this driver until approved by Risk Management Division.***

If your license was issued by a State other than Maine, it will be necessary for you to secure and provide the State of Maine with a recent (no more than six months old) copy of your driving record from your State. This driving record must be provided before your use of a State of Maine vehicle can be approved by Risk Management Division. Submit your driving record to the Maine Conservation Corps Program Coordinator.

Number of full years licensed:  0 to 1     1 to 2     2 to 3     3+

Have you ever been licensed in any state(s) besides the current one for which you are providing a driving record copy?  Yes  No If yes, list state(s) and approximate time period:

State \_\_\_\_\_ Approx. year (s) \_\_\_\_\_

State \_\_\_\_\_ Approx. year (s) \_\_\_\_\_

State \_\_\_\_\_ Approx. year (s) \_\_\_\_\_

Have you ever been licensed under any other name?  Yes  No

If yes, list other name: \_\_\_\_\_ If yes, in what state(s) \_\_\_\_\_

In addition to violations listed on the next page (if any), please disclose any vehicle accidents you have had within the past five years:

Accident Date	# Vehicles Involved	Town and State	Description of Accident

How long have you been a Maine Conservation Corps participant? \_\_\_\_\_

# MAINE CONSERVATION CORPS VEHICLE USE AGREEMENT

I (*print name*) \_\_\_\_\_ being age 18 or older, understand and agree that my use of the State of Maine vehicle assigned to me for the dates from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (maximum one year)

shall be exclusively for the fulfillment of the State of Maine business that I have been engaged for. I understand and agree that I am not to use the vehicle for any other reason what so ever (human life threatening medical emergencies excepted). I agree to operate this vehicle in a safe, prudent and lawful manner at all times. All vehicle occupants shall wear Seatbelts when the vehicle is in motion. I will not drive this vehicle out of the State of Maine. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension. I grant permission to the State to verify my license information and motor vehicle driving record and willingly offer the following license information:

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_

One of the following MUST be checked:

- (1) I do truthfully state that in the past five years: my license has not been suspended, I have not been convicted of any alcohol or drug related driving violations, nor have I been convicted of any unsafe motor vehicle operations including but not limited to speeding, improper passing, failure to yield right of way, or stop sign violations.
  
- (2) I do truthfully state that in the past five years I have been convicted of the following motor vehicle violations (please list):
  - Type of violation: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Type of violation: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Type of violation: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMPORTANT NOTICE TO DRIVER: DO NOT SIGN BELOW UNLESS YOU HAVE READ AND UNDERSTAND THIS DOCUMENT. BY SIGNING YOU AGREE THAT ANY MATERIAL FALSE STATEMENT OR USAGE OF STATE VEHICLES NOT PERMITTED BY THIS AGREEMENT MAY REQUIRE YOU TO ASSUME THE FULL LEGAL AND FINANCIAL CONSEQUENCES OF YOUR ACTIONS.**

<i>Driver Signature</i>	____ / ____ / ____ <i>Date Signed</i>
<i>Signature and Title of Authorizing State Official</i>	____ / ____ / ____ <i>Date Signed</i>
<i>Printed Name of Authorizing Official</i>	<i>Official's Phone #</i> _____
<b>Maine Conservation Corps</b>	<i>Official's Fax #</i> <b>287-3342</b>
<i>Printed Department/Bureau Name</i>	

*For Risk Management Division Use Only*

*Approved*    *Not Approved*    *Approved with this restriction:* \_\_\_\_\_

*Department notified this date By:*  *Fax*  *Phone*  *Other* \_\_\_\_\_

*Risk Management Signature:* \_\_\_\_\_ *Date:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Rev 01/09*