## **Central Utah Interagency Camp Crew**

## **2024 Application Instructions and Process**

Each year we evaluate, select and sponsor individuals as Crew Bosses, Crew Boss Trainees, and Crew Members. Due to the popularity of the program and number of applications we receive, it is recommended that you spend the necessary time on your application (i.e., don’t wait to the last moment) to ensure you the best opportunity to be selected.

**General Program and Application Information**

* Visit the Richfield Interagency Fire Center webpage at the following address: <https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/index.htm>
* Click on the “Camp Crew” tab or link.
* On the “Central Utah Camp Crew Program” page you can find information about the program, program positions, and the instructions for completing an application for the 2024 fire season.

**Application Period and Process**

* Application Period will run from March 1st, 2024, to March 29th, 2024.
* All required application documents/items must be submitted as a complete package via email to: [utrfc@firenet.gov](mailto:utrfc@firenet.gov) Please title your subject email line with “Camp Crew Application for (list Position)”
* Only electronically submitted applications will be considered and must be received via email by 9:00 P.M. on March 29th, 2024. No hardcopy mailed or hand delivered applications will be allowed or accepted.
* There are different application requirements based on the position that you are applying for. Please make sure to provide the necessary application items for the position you are applying for. If your application does not contain the required items for your desired position your application will not be considered.

All required application items must be submitted by the application deadline of 3/29/2024 @ 9:00 P.M. If your application package is incomplete it will not be considered. Any application package or individual application item that requires a password or other granted access (e.g., Google Docs) will not be accepted and you application considered incomplete. Our staff doesn’t have the time to email back and forth with the applicant to be granted access.

## **Crew Member and Crew Boss Trainee Application Package and Item Requirements**

A complete application package for these two positions consists of the following 4 items:

* 1. [Cover Letter document](#_Cover_Letter_Requirements)
  2. [Resume document](#_Resume_Requirements_and)
  3. [Completed Camp Crew Applicant Information Form](#_Applicant_Information_Form)
  4. [3 Letters of Recommendation](#_3_Letters_of)

### **Cover Letter Requirements and Information**

Provide a cover letter formatted/designed as you choose that provides some of the suggested information:

1. Introduce yourself and tell us about you, give us some additional information that your resume does not cover.
2. Tell us how you heard about position/program and why you are interested in one of our positions.
3. Explain to us why you think you are good fit for our program, the position and type of work we do.
4. How does this position fit into your current life station and overall career direction and goals.
5. application requirements for anyone applying for a Crew Member or Crew Boss Trainee positions (ages 16 to 20) will be the same and require the same application items.

### **Resume Requirements and Information**

A Personal resume needs to be submitted and contain the following information: that contains the following information:

1. Personal information
   * Name
   * Address
   * Contact information etc…
2. Camp Crew Job/Position Information:
   * List the position or positions that you want to be considered for.
   * Include a statement of 2 to 5 sentences, explaining why you want this position.
3. Education Status/Situation:
   * Current School you are attending (e.g., High School, College)
   * Current Status or grade level.
   * Completed Education Information (e.g., degrees, certificates, credits, GPA, and/or list other training you have received that may help distinguish you from other applicants)
4. Work Experience:
   * Job Title
   * Employer name and contact information
   * Job description, duties, hours worked per week,
   * Supervisors name and contact information
5. Volunteer Experience:
   * Organization/Company that you volunteered for
   * Organization contact information
   * Description of your volunteer duties
   * Dates or length of time you volunteered, how many hours
   * Supervisor name and contact information
6. Extracurricular Activities/Experiences:
   * Athletics, clubs, groups, etc…
   * 2 to 5 sentence description of you participation
7. List Awards received and other accomplishments
   * Title and date received
8. List any other pertinent qualifications you may have
9. References, try to list 3 of them

### **Applicant Information Form Requirements and Information**

Signed and completed “Applicant Information Request Form”

* Download and fill out the form electronically, No Handwritten forms will be accepted, sign the form, and submit the form electronically with your other application documents.
* This form is provided in a word document and fillable pdf format to enable electronic completion of this form.

### **3 Letters of Recommendation**

Two of the letters can be from whomever you choose. The third letter must be from someone associated with the current school you are attending (e.g. teacher, coach, or school program administrator).

## **Crew Boss Application Package and Item Requirements**

A complete application package for this position consists of the following items:

1. Cover Letter document
2. Resume document or completed Crew Boss Biographical Sketch document (see Camp Crew webpage)
3. Applicant Information Form (see #3 about and the Camp Crew webpage)
4. A Letter of Recommendation

Federal, State and Local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. The US Government is an equal opportunity employer and your response to any question will not be used as a basis for discrimination but will be judged on its relevance to the position you are applying for, you must be at least 16 years of age by June 1st of the current calendar year.

**Privacy Act Statement:**

**Authority:** 5 USC 301 and 4 USC Part III, chapter 33.

**Purpose:** the principal purpose for collection the information is to determine applicant eligibility for participation in the camp crew program.

**Routine Uses:** The information will be used to verify eligibility, needed for recorded keeping and contact of each selected participant in the program, and will be utilized for management and payment facilitation of each applicant’s participation in the camp crew program.

**Disclosure:** Voluntary; however, failure to provide the requested information may result in an individual ineligibility to participate in the camp crew program.