



## **Environmental Career Apprenticeship Application**

Thank you for your interest in the Sierra Club's apprenticeship program for careers in the environmental advocacy and communications field. We appreciate the time you are taking to complete this application, and look forward to reviewing your qualifications.

### **About the Program**

The program that you are applying for involves a full-time, 6 month paid staff position that will be based in our Washington D.C. legislative office. This period will run from Wednesday, July 1, 2009 through Wednesday, December 23, 2009. In addition to your salary, the Sierra Club will pay for your transportation to Washington D.C. at the start of your employment if you presently reside outside of the area and for your return transportation home at the end of the program if you are not remaining in Washington D.C. You will be responsible for your living expenses during the program. During the 6 months, each Apprentice will gain experience in the areas of grassroots organizing, national legislative advocacy and media and public communications. You will be trained and guided in your job responsibilities by a team of experienced Sierra Club staff. At the end of 6 months, if you wish to continue working for the Sierra Club, you may apply for job vacancies in any of our offices. Regardless of your choice, we are committed to supporting and assisting you to find your future career path, and we hope that your experience with the Sierra Club will encourage you to seek a career in the environmental movement.

All recent graduates are welcome to apply, and will be given consideration. We are seeking a diverse group of Apprentices, in support of the Sierra Club's commitment to workforce diversity.

### **Qualifications**

In order to be eligible for the Apprenticeship Program, you must be a recent college graduate with a B.A., B.S. or graduate level degree. You are encouraged to apply in advance of your graduation, but will be asked for confirmation that you have completed your degree prior to starting the program. You must be able to relocate to the Washington D.C. area for the full six months of the program. If selected, you will be expected to work full-time for the Sierra Club for six months.

Like all Club employees, you will be expected to:

- Be a conscientious and reliable team player.
- Be authorized to work in the U.S. if you are not a U.S. citizen.
- Possess good written and verbal communications skills

For this program, we are seeking people who:

- Highly value the protection, preservation and enjoyment of our natural environment.
- Have a commitment to learning and a passion for sharing their knowledge and skills with others.
- Are resourceful and self-directed.



## **Completing the Application**

1. Take the time to fill out the application carefully and completely. This is the first impression that you will make on our selection committee, who will use this information to determine which applicants will be interviewed. You are already an outstanding individual; help us to understand what makes you unique and why you believe you are interested in a career in the environmental field.
2. Your application must be typed. You may attach separate pages if there is not enough space on the form.
3. Take some time with the essay. Your writing style, attention to detail and what you tell us about yourself will help us to evaluate your strengths and potential.
4. Include experience you have through volunteering, being active in organizations, or any leadership roles that you have had.
5. Be sure to attach a copy of your grade transcripts to date and proof of your degree if this has already occurred. If selected, we will request proof of graduation before you begin the program.
6. Be sure to include at least two letters of recommendation from a college level instructor, student advisor or other mentor who knows you well enough to comment on your abilities, accomplishments and contributions. This should not be someone who is a relative or a family member.

## **Our Selection Process**

After reviewing all of the applications our search committee will select several applicants for an interview based on the qualifications, strengths and potential evident in the application materials. The interviews will take place on your college campus when possible, or in the Club's Washington D.C. office. After the interviews have been completed, the search committee will determine which candidates will be offered a position in the Apprenticeship Program. All selected applicants will be notified regarding their status.

### **If you have questions, please contact:**

Lala Shamirzaian  
Executive Coordinator  
Sierra Club  
408 C Street NE  
Washington D.C. 20002-5818

[lala.shamirzaian@sierraclub.org](mailto:lala.shamirzaian@sierraclub.org)



## Application for Apprenticeship Program

Sierra Club is an equal opportunity employer committed to workforce diversity.

**Date:**

**Name:**

**Home Address:**

**Campus Address:**

**Mailing Address:**

**Email Address:**

**Phone Number:**

**College or University where you are enrolled:**

**College Address:**

**Major or area of academic emphasis:**



**Degree you are seeking (BA, BS, MA, etc):**

**Expected date you will complete your degree:**

**Cumulative GPA (to date):**

**Social Security Number:**

**Are there any work restrictions, limitations or other reasons applicable to this job which might affect your ability to perform it? If yes, what can be done to accommodate the restriction or limitation?**

Yes

No

**Have you ever been convicted of a misdemeanor or felony? If yes, please provide the details on an attached sheet.**

Yes

No

**How did you hear about the Sierra Club's Apprenticeship Program?**

**Extra Curricular Activities: Please list your hobbies, interests, organizational affiliations, places you volunteer or activities in which you participate on a regular basis. Include any leadership positions that you may have held.**

**List Any Awards or Honors You May Have Received:**



**Beginning with the most recent, please provide the following information pertaining to all of your employers on each of the forms below:**

**Employer:**

**Employer's Address:**

**Employer's Telephone:**

**Person to Whom You Reported:**

**Dates you were employed or interned (from month/year to month/year):**

**Nature of the Work:**



**Employer:**

**Employer's Address:**

**Employer's Telephone:**

**Person to Whom You Reported:**

**Dates you were employed or interned (from month/year to month/year):**

**Nature of the Work:**



**Employer:**

**Employer's Address:**

**Employer's Telephone:**

**Person to Whom You Reported:**

**Dates you were employed or interned (from month/year to month/year):**

**Nature of the Work:**



## Conditions of Employment

**PLEASE READ CAREFULLY BEFORE SIGNING. YOUR SIGNATURE IS REQUIRED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT WITH THE SIERRA CLUB.**

1. I certify that all my statements and answers in this application are true and complete. I understand that any untrue or incomplete statements or omissions of requested information in my application may result in denial of employment or discharge from employment by the Club.
2. I authorize all schools which I attended and all of my previous employers to furnish to the Sierra Club my records, reason for leaving, and all information they may have concerning me. I hereby release them and their employees and the Sierra Club and its employees for all liability for any damage which results. I also authorize investigation of all statements in this application
3. I understand that my employment with the Sierra Club is "at will". This means that I am free to resign my employment at any time. Similarly, the Sierra Club is free to terminate the employment relationship at any time.
4. I understand that when a job offer is made to me, I will be asked to submit for review and copying, documents indicating my legal authorization to work in the United States. This procedure is in compliance with the Immigration Reform and Control Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents, I will also be asked to sign an I-9 form under penalty of perjury indicating that I am authorized by immigration laws to obtain employment in the U.S.
5. I understand and agree that if I am hired, any dispute I may have with the Club, its supervisors and/or representatives and/or its employees arising out of, relating to or affecting my employment and/or termination thereof shall be subject to final and binding arbitration in accordance with the Club's formal Grievance and Arbitration Process, and that I HEREBY WAIVE ANY RIGHT I MAY HAVE TO SUE OR SEEK A JURY TRIAL OVER SUCH DISPUTES. This provision does not in any way prohibit an employee from filing a charge with an appropriate government agency or participating in any investigation of an administrative charge.

**Signature:**

**Date:**

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**Essay:**

On a separate piece of paper, please write an essay that is approximately 1,000 words on why are you interested in pursuing a career in the environmental field. Include specific skills, abilities and experiences you feel you have to contribute, and what skills and experiences you would most like to gain from the Apprenticeship Program.

**Attachments:**

Please attach a copy of your grade transcripts to date, proof of any degrees you may have already received and at least two letters of recommendation from a college instructor.

**Please submit a copy of this application and the attachments to:**

[resumes@sierraclub.org](mailto:resumes@sierraclub.org). Please be sure to put "Environmental Apprenticeship" in the email heading when you submit.

**Deadline to apply is Friday, March 13, 2009.**

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