

# STAR ISLAND CORPORATION

30 Middle Street · Morton-Benedict House · Portsmouth, New Hampshire 03801

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## 2025 Application for Employment

Applications received by **January 27** are guaranteed full consideration, others will be considered on an as needed basis. Reference forms, for first year candidates, must be postmarked by January 31.

PLEASE PROVIDE US WITH YOUR MOST PERMANENT CONTACT INFORMATION	
Name:	Address:
Will you be at least 18 years old by June 10, 2025? <input type="checkbox"/> Yes If not, what is your birth date: ___/___/___	Phone Number:
Please share relevant life experience including education, internships/apprenticeships, trade certifications, and/or areas of educational focus:	Email Address:
The Star Island Corporation positions are physical in nature. Requirements include but are not limited to lifting freight up to 50 pounds at a time. Do you have limitations which will prevent you from performing the job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:  <i>Star Island Corporation may require sexual offender, criminal, and/or driving record background checks.</i>

### AVAILABILITY

The majority of our employees work during the conference season, from June 10 to September 16. We offer seasonal positions from early April to late October. *Although there is some flexibility in hiring to accommodate the opening of schools and colleges in the fall, **preference is given to people who can work at least through August 24; more ideally the full conference season (9/16.)***

First available date of <b>arrival</b> : ___/___/___	Necessary date of <b>departure</b> : ___/___/___
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### REGULAR SEASON JOBS

Numerically rank **at least five jobs** for which you wish to apply. Rank in order of preference with “1” being your first choice. Indicate your interest in applying to be the supervisor of the crew by checking the box.

RANK		SUPERVISE	RANK		SUPERVISE	RANK		SUPERVISE
	Art Barn Coordinator/ Rounder	n/a		Housekeeping/ Laundry Crew	<input type="checkbox"/>		Rounder Crew	<input type="checkbox"/>
	Assistant Naturalist	n/a		Information Technology/Rounder	n/a		Shops on Star Manager*	n/a
	Babysitter/ Rounder	n/a		Island Administrator*	n/a		Shops on Star Sales Associate	n/a
	Bakery Crew	<input type="checkbox"/>		Kitchen Crew	<input type="checkbox"/>		Snack Bar & Gosport Grill Crew	<input type="checkbox"/>
	Bell Hops	<input type="checkbox"/>		Maintenance Crew	n/a		Sustainable Systems Coordinator*	n/a
	Carpentry/Paint Crew	n/a		Music Director*	n/a		Truck/Waterfront Crew**	<input type="checkbox"/>
	Conference Services	<input type="checkbox"/>		Naturalist *	n/a		Vaughn Curator*	n/a
	Environmental Services Asst.	n/a		Night Crew	<input type="checkbox"/>		Volunteer Coordinator*	n/a
	Front Desk Crew	<input type="checkbox"/>		Registrar’s Assistant*	n/a		Waitrae/Dish Crew	<input type="checkbox"/>
	Grounds/Gardening	n/a		Resident Life Coordinator*	n/a		Wastewater & Water Quality*	<input type="checkbox"/>

**Supervisory and Supervisory Level (\*) Positions:** If you are interested in being a crew supervisor, please include/send a separate cover letter with your application detailing your qualifications and why you are interested in the position(s) in question by **January 27**.

**\*\*Lifeguard certification is required for Truck/Waterfront positions. You must have or obtain a lifeguard certification prior to the start of the season if you are hired for this crew. If you do not have the certification or are unwilling to obtain it, do not apply for this crew.**

## WORK EXPERIENCE AND CERTIFICATIONS

Describe any cash handling experience you have:
Describe any food service experience you have:
Describe any audiovisual experience you have:
Describe any IT experience you have:
Describe any customer service experience you have:
Describe any carpentry, painting, or mechanical experience you have:
Describe any other related job experience you have for any of the jobs for which you have applied:

Please list date of expiration **and attach, or mail in, a photocopy of all certifications:**

<input type="checkbox"/> CPR (date: ___ / ___ / ___)	<input type="checkbox"/> EMT (date: ___ / ___ / ___)	<input type="checkbox"/> First Aid (date: ___ / ___ / ___)
<input type="checkbox"/> Lifeguard (date: ___ / ___ / ___)		<input type="checkbox"/> Other _____ (date: ___ / ___ / ___)

**\*\*Lifeguard certification is required for Truck/Waterfront Crew.\*\***

Please list past work experience:

ORGANIZATION	POSITION	
Responsibilities:		
Responsibilities:		

*We encourage you to provide a resume or additional information you feel we should consider with this application.*

## ADDITIONAL INFORMATION

Describe your history of contributing to community, including volunteering, advocacy, leadership experience, and communal living:
The staff performs a weekly variety show for the guests. There is also a chorus which the staff sings at the finale of this show. If interested in participating in the show, how would you be able to contribute?
What draws you to apply for a position on Star Island?
Tell us how you learned about Star Island- please be specific (Include your Star Island conference affiliation, if applicable):

The Star Island Corporation, owner and operator of Star Island, is an equal opportunity employer. By signing below, you certify that all information included in this application is true to the best of your knowledge.

**Your Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**First year applicants:** If you have never worked on Star Island, you **must** include two references (see separate forms). Your application will be considered incomplete if both references are not received or postmarked by **January 31<sup>st</sup>**.