Hunter, Bowhunter, & Trapper Education Volunteer Instructor Application

Montana Fish, Wildlife & Parks strives to recruit the most qualified instructors.

Our goal is to educate hunters to be safe, legal, ethical, and responsible.

Volunteering to be an instructor is not a typical volunteer role; it is a commitment to Passing on Montana's Hunting Heritage.

Prerequisites:

- 1. Must be 18 to apply as an adult instructor
- 2. Must be 14-17 to apply as a Junior Instructor and parental consent is required
- 3. Must provide a copy of a hunter or bowhunter education certification card from Montana or another state
- 4. Must have a valid phone number and email address

Application Process:

- 1. FWP reviews the original completed application and conducts a criminal history and background investigation.
- 2. FWP sends the successful applicant a copy of the program's Policy and Procedure Manual and a quiz (both paper and online options available). The quiz has a passing grade of 90 percent.
- 3. FWP receives the policy quiz back. If the applicant has a passing score, they will be certified. If they do not pass the quiz, it will be returned to them once.
- 4. The new instructor will receive a welcome email from the program notifying them of their certification and instructor number, and detailing any additional training that must be completed within the instructors first year.
- 5. The new instructor will also receive a welcome email from a FWP regional information officer (IO) who will provide contact information for other instructors in their area.
- 6. New instructors will be on probation for one year.

Send completed application to:
Montana Fish, Wildlife & Parks
Hunter Education
PO Box 200701
Helena, MT 59620



MONTANA FISH, WILDLIFE & PARKS

Please check the program(s) you are applying for:

☐ Hunter Education Instructor☐ Bowhunter Education Instru☐ Trapper Education Instructor	ctor Junior B	funter Education Instrumental Education	n Instructor (14-			
Contact Info	ormation – Please <u>typ</u>	<u>e or clearly print</u> a	all information			
				Male / Female		
First Name	Last Name		Middle Initial			
	Hunter Educ	Hunter Education Certificate		Bowhunter Education Certificate		
Other names used	Number (Attach a copy	State of your certificate)	Number State (Attach a copy of your certificate)			
Mailing Address	City	County	State	Zip Code		
Physical/Shipping Address	City	County	State	Zip Code		
()	()		'			
Home Phone	Cell Phone		Valid Er	nail – Required		
Date of Birth:	_ Age:O	ccupation:				
Employer:						
May we contact your employer t	for a reference? Yes _	_ No Employer	Phone:			
Name as you want it to appear o	n correspondence/nam	ne tag:				
Vest Size (men's sizes only): S	M L XL					
Emergency Contact:		Relationship	:			
Phone 1:	P	hone 2:				
Additional Certifications:						
CPR Expiration of	late:	EMT Expira	tion date:			
☐ First Aid Expiration da☐ Other (s)	ate:		ion date:			

Supplemental Questions

Describe why yo	ou want to become a volunteer	instructor.	
Describe what, i	f any, experience you have with	h public speal	king or teaching.
Describe your ex	xperience with hunting, shooting	g, archery, or	other related outdoor activities.
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	Previous Residences (where ha	ave you lived Date	
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	State State Please List 2 references that are	Date Date	n you. <u>Do not include relatives.)</u>

Have you ever had a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for:

Any Hunting or fishing violations in any state YES NO

Any misdemeanor offense YES NO – includes DUI, DUI per se, Careless, or

Reckless driving. Does not include other traffic offenses

Partner Family Member Assault - YES NO

If yes to any, briefly explain including the location of incident (City & State):_

Have you ever had a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for any felony offense YES NO If yes, are you permitted to possess firearms? YES NO

If yes, what was the specific charge, include state and county:_

A background check will be conducted as part of an application to provide volunteer services to FWP in compliance with applicable state and federal laws. By signing this agreement, you are giving consent for FWP to conduct a background investigation, as it deems appropriate, to obtain any information pertaining to law enforcement records (including but not limited to, any record of a conviction for criminal or civil offenses). FWP background investigations include, but are not limited to, the following:

- Local & National Criminal background records/information
- 50-State Sex Offender Registries
- Address Trace
- Social Security Number Verification
- Montana Hunting & Fishing Violation Database

If the background investigation reveals any criminal charges, convictions, guilty pleas, bond forfeitures, deferred sentences, or deferred prosecutions, FWP is authorized to deny an application and terminate any relationship at any time. In guiding this process, FWP has adopted the below volunteer screening guidelines. A person <u>shall</u> be disqualified and prohibited from serving as a volunteer, regardless of the amount of time since, if the person has been found to have a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for the offense(s) of:

- All sex offenses
- All felony offenses involving violence

A person <u>may</u> be disqualified and prohibited from serving as a volunteer if the person has been found to have a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for the offense(s) of:

- Non-violent felonies- All nonviolent felony offenses within the past 10 years.
- Misdemeanors- All misdemeanor violence offenses within the past 5 years.
- Misdemeanor drug or alcohol offenses for:
 - o Multiple offenses in the past 10 years.
 - Single offenses in the past 5 years in conjunction with other misdemeanor and/or felony convictions during that time.
- Single offense within the past 5 years and the defendant is delinquent in meeting the terms of the sentence. An applicant who has been convicted of not more than one offense may qualify, if he or she has complied with the terms of the sentence. Any other misdemeanor in the past 5 years that would be considered a potential danger to children or is directly related to the functions that volunteers perform.

Hunter/Bowhunter Instructor Application

Revised 09/2018

Consent for Background Investigation

FWP does not conduct background investigations on minors

FWP may disqualify a person from serving as a volunteer if the person has been found guilty of certain hunting and/or fishing violations resulting in privilege revocation. FWP will evaluate all other hunting or fishing violations on a case-by-case basis. The applicant will be notified in writing of the outcome of the background investigation and application process.

In signing this application, I, the undersigned, authorize FWP to conduct a background investigation as part of my application and I swear or affirm that all of the information in this volunteer application form is true and correct.

Print Name:First	N	Iiddle		Last	
Signature:			Dated:	/	/
Social Security #	(SSN Not re	quired for minors)	Age:		
EQUAL OPPORTUNITY STATEMENT – TITLE VI, the Americans with Disabilities Act of 1990, the Age leligion, national origin, or disability. Anyone believin WP Personnel Office, 1420 East Sixth Avenue, PO Bo	Discrimination Act of 1975, and Title I ag he or she has been discriminated again	X of the Education Amendments on st (as described above) in any Fish	f 1972, prohibit discrimina , Wildlife & Parks (FWP)	ation on the basi program, activit	is of race, color, sex, age, ty, or facility may write to
JUNIOR	RINSTRUCTO	R ACKNOW	VLEDGM	ENT	
education program, I un instructor and that I am students; model safe fire	g accepted as a junior insiderstand that I will be wo expected to conduct myse earm or bow handling pravassistance if necessary.	rking under the supervelf in a professional mactices; be prepared for	ision and direction inner; set an exam	on of an ad nple for ot	
Print Applicant's Firs	t and Last Name	Applicant Si	gnature & Date	?	
minor to participate as a As the parent or legal gu with classroom and field authorizing the above-na equipment, including bu heads. <i>I hereby consenta</i>	Release and Conset or legal guardian of the analysis in junior instructor with the pardian, I understand that it instruction of students, amed minor to carry and it not limited to tree stand at to permit medical treatmillness during an activity	e Montana Hunter and lethe above minor will be. In that capacity and unhandle firearms, ammus, elevated blinds, safe ment that may be deem	eby gives consent Bowhunter educate assisting an adder such supervision, and other ty harnesses, kni-	ation progrult instruct sion, I am hunting ves, and br	rams. tor road
Print First and Last N	Jame	Signature of I	Parent/Guardia	n & Date	
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