



Hunter & Bowhunter 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 Instructor
- Trapper Education Instructor
- Junior Hunter Education Instructor (14-17 years old)
- Junior Bowhunter Education Instructor (14-17 years old)

Contact Information – Please type or clearly print all information

		<u>Male / Female</u>
First Name	Last Name	Middle Initial
	Hunter Education Certificate	Bowhunter Education Certificate
Other names used	Number (Attach a copy of your certificate)	Number (Attach a copy of your certificate)
	State	State
Mailing Address	City	County
		State
Physical/Shipping Address	City	County
		State
(____) _____	(____) _____	
Home Phone	Cell Phone	Valid Email – Required
Date of Birth: _____ Age: _____ Occupation: _____		
Employer: _____		
May we contact your employer for a reference? Yes ___ No___ Employer Phone: _____		
Name as you want it to appear on correspondence/name tag: _____		
Vest Size (men's sizes only): S M L XL		
Emergency Contact: _____ Relationship: _____		
Phone 1: _____ Phone 2: _____		
Additional Certifications:		
CPR	Expiration date: _____	EMT Expiration date: _____
<input type="checkbox"/> First Aid	Expiration date: _____	<input type="checkbox"/> AED Expiration date: _____
<input type="checkbox"/> Other (s) _____		



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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 shall 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 may 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:
 - 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.



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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 Middle Last

Signature: _____ Dated: ____/____/____

Social Security # _____ - _____ - _____ (SSN Not required for minors) Age: _____

EQUAL OPPORTUNITY STATEMENT – TITLE VI, CIVIL RIGHTS ACT: State and Federal laws, Title VI of Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, prohibit discrimination on the basis of race, color, sex, age, religion, national origin, or disability. Anyone believing he or she has been discriminated against (as described above) in any Fish, Wildlife & Parks (FWP) program, activity, or facility may write to FWP Personnel Office, 1420 East Sixth Avenue, PO Box 200701, Helena, MT 59620-0701, or the office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

JUNIOR INSTRUCTOR ACKNOWLEDGMENT

In consideration of being accepted as a junior instructor with the Montana Hunter and Bowhunter education program, I understand that I will be working under the supervision and direction of an adult instructor and that I am expected to conduct myself in a professional manner; set an example for other students; model safe firearm or bow handling practices; be prepared for class each night; follow instructions; and ask for assistance if necessary.

Print Applicant's First and Last Name

Applicant Signature & Date

Release and Consent of Parent or Guardian

The undersigned parent or legal guardian of the above-named minor hereby gives consent for the above minor to participate as a junior instructor with the Montana Hunter and Bowhunter education programs. As the parent or legal guardian, I understand that the above minor will be assisting an adult instructor with classroom and field instruction of students. In that capacity and under such supervision, I am authorizing the above-named minor to carry and handle firearms, ammunition, and other hunting equipment, including but not limited to tree stands, elevated blinds, safety harnesses, knives, and broad heads. *I hereby consent to permit medical treatment that may be deemed advisable in the event of injury, accident and/or illness during an activity.*

Print First and Last Name

Signature of Parent/Guardian & Date

Parent or legal guardian cell phone: _____ Home phone: _____

Emergency Contact Name: _____ Phone: _____