



# Williston Recreation & Parks Department

7900 Williston Road, Williston, VT 05495

www.town.williston.vt.us

(802) 876-1160

recreation@willistonvt.org

## Employment Application

**Applicant Information:**

**Date of Application:** \_\_\_\_\_

**Name:** \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ School or Work Phone \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Permanent Address:** \_\_\_\_\_

Street: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Employment Desired:** *(check those that apply)*      **Part-Time**      **Full-Time**      **Seasonal**

**Position Desired:**      1<sup>st</sup> Choice \_\_\_\_\_      2<sup>nd</sup> Choice \_\_\_\_\_

**Dates of Availability:** From \_\_\_\_\_ To \_\_\_\_\_      **Salary Range Desired:** \_\_\_\_\_

**Availability:** *(check those that apply)*      Days      Nights      Weekends      All

**Have you worked for the Town of Williston before?**      YES      NO      **If so, in which dept?** \_\_\_\_\_

**How did you hear about the position you are applying for?** *(check those that apply)*

Newspaper      Website      Walk-In      Friend      Other \_\_\_\_\_

**Education Information:**

Circle your present year in school:      High School- 1 2 3 4      College- 1 2 3 4      Graduate- 1 2 3 4

If not presently in school, what is the last year of school completed? \_\_\_\_\_

	School Name, City, State	Course Study/Major	Year Grad	Degree Received
High School				
College				
Other				

**Certifications:** *List the certifications that you hold and their expiration dates. Please list additional ones on back if needed.*

Certification	Organization	Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Describe Work Experiences that you have had that are related to the position that you are applying for:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe any other special skills or qualifications that you have related to the position that you are applying for:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History:** *List your past two work experiences. Please submit a detailed resume of your work experience.*

May we contact the employers listed below?    YES    NO    If not, indicate which one(s) you do not want contacted.

Company Name: \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Company Name: \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

**Volunteer Experience:** *List the two most recent volunteer work experiences that you have participated in.*

Organization Name: \_\_\_\_\_ Volunteered From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Volunteered From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

**Personal Reference:** *List two individuals, not related to you, that can provide a character reference on you.*

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

**Requirements for Employment:**    *All potential employees must meet the following minimum requirements.*

1. Must be 16 years of age or older at the time of employment.
2. Must complete a release for a background check.
3. Employment offers are conditional based on the results of number 2 above.
4. Successful completion of or certification in areas that are required by the position.
5. More specific requirements may be necessary for a position; these will be discussed at the interview.

**Statement of Purpose:**

I certify that the information that I have provided on this application and all attachments is true and complete to the best of my knowledge. I further acknowledge that if any information herein is determined to be untrue, misleading, or omitted, it will result in disqualification from employment or immediate dismissal, regardless of the time of discovery by the Williston Recreation & Parks Department. I hereby authorize the Williston Recreation & Parks Department to make a thorough investigation of my past employment and activities. I release from all liability the Williston Recreation & Parks Department, former employers, or any persons supplying such information.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_