



Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495

Phone: (802) 876-1160

Email: recreation@willistonvt.org

Employment Application

Applicant Information:

DATE OF APPLICATION: _____

Last Name: _____ First Name: _____ MI _____

Primary Phone Number: _____ E-mail Address: _____

Current Address: Until When? _____

Permanent Address:

Street: _____

Street: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Employment Desired:

1st Choice: _____

2nd Choice: _____

Dates of Availability: From _____ To _____

Salary Range Desired: _____

Have you worked for the Town of Williston before? YES NO If Yes, for which dept? _____

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

Newspaper Website Walk-In Friend Other _____

Education:

If currently in school- (Circle your present year in school):

High School- 1 2 3 4

College- 1 2 3 4

School Name, City, State

Course Study/Major

Degree Received

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

Certifications: (List relative certifications that you hold) _____

Employment: (List your most recent work experience)

Attach a detailed resume of all your work experiences.

May we contact this employer? YES NO

Company Name: _____ Employed From _____ To _____

Name and Title of Immediate Supervisor: _____ Phone: _____

Your Title _____ Reason for Leaving: _____

Description of Responsibilities: _____

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

Describe any other special skills, qualifications or certifications that you have related to the position that you are applying for:

Volunteer Experience: (List your most recent volunteer experience)

If None, Check Here: _____

Organization Name: _____ From _____ To _____

Description of Responsibilities: _____

Personal Reference: *(List two individuals, not related to you, that can provide a character reference for you)*

Name: _____

Phone: _____

Relationship to Applicant: _____

How many years have they known you? _____

Name: _____

Phone: _____

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 15 years of age or older at the time of employment.
2. Must complete releases for background checks.
3. Employment offer is 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.

Applicant's Waiver/Release:

I acknowledge that the information that I have provided on this application, to the best of my knowledge, is the absolute truth. I further acknowledge that if any information herein is determined to be untrue, misleading, or omitted it will result in immediate dismissal, regardless of the time of discovery by the Williston Recreation & Parks Department. I authorize investigation of all statements herein and release the Williston Recreation & Parks Department and all others from liability in connection with same.

I acknowledge that by signing this form I agree to abide by the Williston Recreation & Parks Department's philosophy, and I further agree to do my best to provide the participants in the programs or activities that I work a FUN, FAIR, POSITIVE, and MEANINGFUL experience.

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's Signature: _____ **Date:** _____

If you are under 16 years of age a parent or guardian must fill out and sign below:

Parent/Guardian's Permission: *(If under 16 parent or guardian must fill out and sign)*

Parent's Name: _____ Phone: _____

I have read the Employment Application of my child and hereby give permission for him/her to work for the Williston Recreation & Parks Department. I also give permission for my child to have background checks completed on them, if they are 16 years of age or older.

Parent/Guardian Signature: _____ **Date:** _____

December 2023

Other Documents: *(You may attach other documents to this application)*

Cover Letter
Employment Resume