



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

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: _____

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 16 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 the 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 18 years of age a parent or guardian must fill out and sign below:

Parent/Guardian's Permission:

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:** _____

March 2025

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

Cover Letter

Resume