



Williston Recreation & Parks Department

7900 Williston Road, Williston, VT 05495

www.town.williston.vt.us (802) 878-1239 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: _____

Are you 16 years of age or older? YES NO Are you legally authorized to be employed in the USA? YES NO

Have you been convicted of a criminal offense? YES NO if yes, please explain: _____

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

Position Desired: 1st Choice _____ 2nd 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: _____