

TOWN OF MANCHESTER
SEASONAL EMPLOYMENT APPLICATION

Which position(s) are you applying for?

- Camp Director** - Plan, direct, and supervise camp programs and staff.
- Assistant Camp Director** - Assist the director in planning and directing camp programs.
- Camp Counselor** - Oversee the camp programs.
- Adventure Camp Counselor** - Oversee the camp programs.
- Aquatics Director** - Supervise the schedule, staff, and activities at the pool.
- Head Lifeguard** - Watch over the swimmers and staff at the swimming pool.
- Lifeguard** - Watch over the swimmers at the swimming pool.
- Swim Team Coach** – Supervise and train the swim team and schedule pool time.
- Assistant Swim Team Coach** - Supervise and train the swim team.
- Recreation Coordinator** – Oversee the recreation specialists and assign tasks.
- Recreation Specialist** – Assist in facilitating programs and other duties as needed.
- Seasonal Facilities Maintainer** – Maintain facilities such as litter pick up.
- Seasonal Facilities Maintainer/Horticulturist** – Maintain the Town grounds; plants, flowers & facilities.
- School Bus Operator**- must have valid school bus license.
- Basketball Referee** (winter position)

PERSONAL DATA

LAST NAME		FIRST NAME			INITIAL	
STREET ADDRESS (current and permanent)						
CITY			STATE	ZIP	HOME PHONE #	
MOBILE PHONE #		E-MAIL ADDRESS				

Which is the most reliable way to reach you? home phone mobile phone e-mail

AVAILABILITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from:	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
to:	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.

Are you available and willing to work evenings? Yes No

Are you available and willing to work weekends? Yes No

Are you available to work? **Memorial Day** Yes No **July 4th** Yes No **Labor Day** Yes No

Have you previously been employed by the Town of Manchester? Yes No

Do you have any direct relatives currently working for the Town of Manchester? Yes No

If yes, please list _____

Do you have a valid driver's license? Yes No

HR-10

Are you at least 16 years of age?

Yes No

Are you at least 18 years of age?

Yes No

Have you been convicted of a felony or misdemeanor crime in the last 7 years (excluding parking tickets and non-moving motor vehicle traffic violations)?*

Yes No

Please Explain: _____

* Conviction of a crime will not necessarily disqualify you from the job for which you are applying. Each conviction and explanation will be considered in relation to the position for which you are applying.

EDUCATIONAL DATA

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION CITY & STATE	MAJOR SUBJECT OR COURSE OF STUDY	DEGREE OBTAINED
HIGH				
COLLEGE				

OTHER SKILLS & QUALIFICATIONS

CPR Certification

First Aid Certification

Lifeguard Certification

Water Safety Instructor

Other _____

WORK EXPERIENCE— Please list relevant work experience.

PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
PERIOD OF EMPLOYMENT (MONTH/YEAR)	NAME AND ADDRESS OF EMPLOYER	POSITION & PHONE	RATE OF PAY
FROM	EMPLOYER	POSITION	START
TO	CITY & STATE	PHONE	FINAL
BRIEF DESCRIPTION OF DUTIES			
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

HR-10

REFERENCES — Please give three references (not relatives)

NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS
NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS
NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS

CERTIFICATE OF APPLICANT (read carefully before signing): *All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.*

I understand that depending on the nature of the position I may be subject to a criminal background check and fingerprinting.

Applicant's Signature: _____ Date _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY: *It is the policy of the Town of Manchester to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status. This policy applies to every aspect of employment practices including, but not limited to, the following: Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.*

Other personnel actions such as compensation, benefits, transfers, layoffs, training and assignments will also be administered without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.

Please return completed application from to:

**Director of Operations and Human Resources
Town Manager's Office
Town of Manchester
6039 Main Street
Manchester Center, VT 05255**

**802-362-1313 opt 2
802-362-1314 (fax)
hr@manchester-vt.gov**