

TOWN OF MANCHESTER SUMMER EMPLOYMENT APPLICATION

APPLICANT'S NAME: _____

Which position(s) are you applying for?

- Summer Camp Director** - Plan, direct and supervise camp programs and staff.
- Assistant Summer Camp Director** - Assist the Camp Director in planning and directing camp programs and staff.
- Summer Camp Counselor** - Participate and lead camp activities under direction of the Director.
- Pool Director** - Supervise pool staff and oversee operation of pool.
- Head Lifeguard** – Assist Pool Director; ensure safety of pool users and possibly teach swim lessons.
- Lifeguard** – Ensure safety of pool users and possibly teach swim lessons.
- Seasonal Facilities Maintainer** – Assist in maintenance of facilities, parks and roadways. *Must be 18 years old.*
- Head Recreation Assistant** – Serve as leader to Recreation Assistants and assign tasks and oversee operations.
- Recreation Assistant** – Assist in facilitating programs and other duties as needed.
- Swim Team Coach** – Coach Triton Swim Team, a large swim team for area youth.
- Assistant Swim Team Coach** – Assist Swim Team Coach with coaching of Triton Swim Team.

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 regularly work evenings? Yes No
 Are you available and willing to regularly work weekends? Yes No

PERSONAL DATA

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

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

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

Are you at least 16 years of age? Yes No

Are you at least 18 years of age? Yes No

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? 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 If yes, 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.

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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 _____

REFERENCES — Please list three references (not relatives).

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

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

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 from 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 form to:

**Cynamon Marshall
Human Resources Administrator
Town of Manchester
6039 Main Street
Manchester Ctr, VT 05255**

**802-362-5163
802-362-1314 (fax)
c.marshall@town.manchester.vt.us**