



# South Burlington Recreation & Parks

575 Dorset Street, South Burlington, VT 05403

Phone: (802) 846-4108

Email: recreation@sburl.com

## Employment Application

**Applicant Information:**

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_

First Middle Last

Phone Numbers: \_\_\_\_\_  
Home Phone Cell Phone School or Work Phone

E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_ Until When? \_\_\_\_\_ 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:** (Circle one) Part-Time Full-Time Seasonal

Position Desired: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Dates of Availability: From \_\_\_\_\_ To \_\_\_\_\_ Salary Range Desired: \_\_\_\_\_

Availability: (circle those that apply) Days Nights Weekends All

Have you worked for the City of South Burlington before? YES NO If so, in which dept? \_\_\_\_\_

**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
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Employment History:** *List your present and last 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.

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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**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: \_\_\_\_\_

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Organization Name: \_\_\_\_\_ Volunteered From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

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**Personal Reference:** *List three 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? \_\_\_\_\_

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Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Relationship to Applicant: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

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Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Relationship to Applicant: \_\_\_\_\_ How many years have they known you? \_\_\_\_\_

**Additional Information:**     *Please answer the following questions.*

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

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

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**If you wish, you may give additional information about yourself or your background that helps to better describe you for the position that you are applying for:**

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

**Newspaper     Job Fair     Website     Walk-In     Friend     Other \_\_\_\_\_**

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**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 criminal background check by VCIC.
3. Must complete a release for VT Adult Abuse & Child Protection Registries by the Agency of Human Services
4. Employment offers are conditional based on the results of number 2 & 3 above.
5. Successful completion of or certification in areas that are required by the position.
6. 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 South Burlington Recreation Department. I hereby authorize the South Burlington Recreation Department to make a thorough investigation of my past employment and activities. I release from all liability the South Burlington Recreation Department, former employers, or any persons supplying such information.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Send completed Application and Resume to:**

**South Burlington Recreation Department  
575 Dorset Street  
South Burlington, VT 05403**