



South Burlington Recreation & Parks Department

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 Cell School

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: 1st Choice _____ 2nd 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.

Certification	Organization	Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information: *Please answer the following questions.*

Describe additional experiences that you have had as a leader, instructor, or supervisor for 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:

If you wish, you may give additional information about yourself or your background that helps to better describe you:

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

 Newspaper Job Fair Website Walk-In Friend Other _____

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 a child abuse registry check by the Dept. for Children and Families.
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
c/o Todd Goodwin
575 Dorset Street
South Burlington, VT 05403**