



# Town of Randolph Recreation Department

## Employment Application

POSITION: \_\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Available entire season: **YES** **NO** If no, explain: \_\_\_\_\_

Start Date Available: \_\_\_\_\_

Have you ever worked for this company? **YES** **NO** If yes, when and which Department? \_\_\_\_\_

### Education

High School: \_\_\_\_\_  
*City/ State:*

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? **YES** **NO** Diploma: \_\_\_\_\_

College: \_\_\_\_\_  
*City/ State:*

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? **YES** **NO** Degree: \_\_\_\_\_

Other Training: \_\_\_\_\_  
*City/ State:*

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you complete? **YES** **NO** Degree: \_\_\_\_\_

Extracurricular and/ or Volunteer :  
\_\_\_\_\_  
\_\_\_\_\_

### Military

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Major Duties: \_\_\_\_\_

## Certifications

Please list your training location and expiration date. If you are currently enrolled in a course please list your course and completion date. **(Please include a copy of all certifications)**

**\*Water Safety Instructor** \_\_\_\_\_

**\*Lifeguarding** \_\_\_\_\_

**\*C.P.R.** \_\_\_\_\_

**\*First Aid** \_\_\_\_\_

**\*Other** \_\_\_\_\_

## Previous Experience/ Employment

Place of Employment \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      **YES**      **NO**

Place of Employment \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      **YES**      **NO**

Place of Employment \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?    **YES**    **NO**

**Personal Reference (School, Volunteer, etc.)**

*Please list three professional references. (No former employers or relatives)*

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Information**

Please use the space provided to write any other information you would like us to know in relations to this position

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Do not write in this space*

**For Interviewer's Use**

*Please provide interviewer name, date and comments:*

**Reference Checks**

	<b>Name, position, years known</b>	<b>Results from Reference Check</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

Would you hire this person (why or why not):

If hired, would you rehire this person, (why or why not):