

**TOWN OF GLASTONBURY
PARKS AND RECREATION DEPARTMENT**

Late Applications (received after the March 4 deadline) will be accepted, but only considered when positions are not filled by applicants that applied by the deadline.

1. Thoroughly complete the application. Due to the volume of applications received with respect to the limited number of positions available, you are encouraged to be as thorough as possible.
2. Each individual who meets the minimum requirements will **not** necessarily receive an interview. **The information provided in the application will help to determine who receives a personal interview.**
3. Two (2) written employment reference forms will be **REQUIRED**. So that your application may be given proper consideration, you are encouraged to submit the attached forms as part of your application.
4. Please be **specific** with respect to the position(s) for which you are applying. If you wish, you may complete a separate application for each position.
5. You are encouraged to attach additional sheets detailing previous experience, special skills, or any other information that may pertain to the job you are applying for.
6. If you are a **college student living away from home, please attach the following information:**
 - a. Include specific dates that you are available for an interview, weekdays if possible.
 - b. Provide a school mailing address, phone number and email.
7. Be as specific as possible in the "Dates Available" section on the front of the application (i.e. when you can start work, and through what date can you work?).
8. All applicants are required to complete the attached "Supplement," except persons applying for Seasonal Maintainer, Custodian, Gardener, Groundskeeper and Light Attendant positions.

Submitting your Application

By Mail:

Glastonbury Parks and Recreation Department
2155 Main Street
PO Box 6523
Glastonbury, CT 06033

In Person:

Glastonbury Parks and Recreation Department
2143 Main Street
Glastonbury, CT 06033

Via E-Mail: E-Mail to recreation@glastonbury-ct.gov as an attachment with the Subject "Seasonal Employment"

**TOWN OF GLASTONBURY
SEASONAL AND PART-TIME EMPLOYMENT APPLICATION**

INSTRUCTIONS: PRINT CLEARLY - DO NOT TYPE

Application for the position (s) of: A. _____ B. _____

NAME: _____

ADDRESS: _____

HOME PHONE _____ CELL PHONE _____ E-MAIL _____

Have you ever been convicted for violation of any law other than minor traffic regulations? Yes No

If YES, explain: _____

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

Highest level of education completed: _____

Name of School: _____ Location: _____

DATES AND HOURS AVAILABLE FOR WORK: (Indicate dates and check appropriate spaces)

I am available for: Full-time Employment Part-time Employment

	From (Day/Month)	To (Day/Month)					
Spring	_____	_____	<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends	
Summer	_____	_____	<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends	
Fall	_____	_____	<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends	
Winter	_____	_____	<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekends	

CERTIFICATION: (Check applicable information)

<input type="checkbox"/> Lifeguard Training	Expiration Date _____	Certifying Agency _____	<input type="checkbox"/> WSI	Expiration Date _____	Certifying Agency _____
<input type="checkbox"/> First Aid	_____	_____	<input type="checkbox"/> BLS-CPR	_____	_____
<input type="checkbox"/> Other (Specify)	_____	_____	<input type="checkbox"/> Other CPR	_____	_____

REMARKS: Use this space for any additional information which would be of value for the job for which you are applying. _____

EMPLOYMENT RECORD: (List your most recent first)

1. Employer: _____ Position: _____
Address: _____ Salary: _____
Dates of Employment: From _____ To _____ Full-Time Part-Time
Brief Description of Duties: _____

Reason for Leaving: _____

2. Employer: _____ Position: _____
Address: _____ Salary: _____
Dates of Employment: From _____ To _____ Full-Time Part-Time
Brief Description of Duties: _____

Reason for Leaving: _____

REFERENCES: Please give the name, relationship and phone numbers of two people who are familiar with your work (teachers, people for whom you baby-sit, neighbor, former employer, etc.).

Two (2) written employment reference forms will be REQUIRED.

1. Name: _____ Phone Number: _____
Relationship: _____
2. Name: _____ Phone Number: _____
Relationship: _____

CERTIFICATION:

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries above made by me are true, complete and correct to the best of my knowledge and belief. Any misrepresentation, omission or falsification may be grounds for dismissal.

In the event that I am employed by this town, I agree to comply with all of its orders, rules, and regulations. The Town of Glastonbury makes no guarantee of continued employment. Only the Town Council and Town Manager may enter into an employment contract and then, only in a written agreement signed by all parties.

Failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the recruitment process.

Signature of Applicant

Date

Please indicate where you learned about this position:

Newspaper (Name) _____
 Professional Association (Name) _____

Website (Name) _____
 Other _____

**TOWN OF GLASTONBURY
SUPPLEMENT TO
SEASONAL AND PART-TIME EMPLOYMENT APPLICATION**

NAME: _____

POSITION(S) APPLIED FOR: A. _____ B. _____

Please provide the information requested using additional sheets if necessary.

A. Please describe any previous experience that you have had in a leadership position working with children. Describe leadership experience with other groups.

B. Select the level of your skill or interest for each of the following items listed below.

Key

- 1 Qualified to organize and teach.
- 2 Qualified to assist in teaching.
- 3 Interested and some skill.
- 4 No skill, but interested in developing skills.
- 5 No interest.

Music		2	3	4	5
Drama		2	3	4	5
Nature	1	2	3	4	5
Sports	1	2	3	4	5
Tennis	1	2	3	4	5
Camp Crafts	1	2	3	4	5
Hiking	1	2	3	4	5
Games	1	2	3	4	5
Tournaments	1	2	3	4	5
Swimming	1	2	3	4	5
Field Trips	1	2	3	4	5
Arts & Crafts	1	2	3	4	5
Other	1	2	3	4	5

Please elaborate on the above, and describe any other special skills or interests that you have in terms of program areas. _____

C. In terms of the position for which you are an applicant, please describe what you perceive to be your strengths and weaknesses.

Signature of Applicant

Date

TOWN OF GLASTONBURY
PARKS AND RECREATION DEPARTMENT
EMPLOYMENT REFERENCE FORM

(Applicant's Name) _____

has applied for the following part-time/seasonal position(s) with the Glastonbury Parks and Recreation Department:

(Position/s) _____

So that his/her application may be given proper consideration, your help is needed in completing this reference form. I hereby release from all liability the company or person below, and authorize the release of all information regarding my relationship/employment with them.

Applicant's Signature

Date

PLEASE COMPLETE ALL APPLICABLE INFORMATION

Name of Reference

Day Phone

Address

City State Zip

1) In what capacity have you known the applicant? _____

2) For how long? _____

3) If this individual has worked for you, how would you rate his/her work record and overall performance? Please explain.

4) Would you rehire? _____

5) How would you rate this individual's character? Please explain. _____

6) Do you know of any reason why this individual should not be a valuable employee? _____

7) Please use this space for any additional comments. _____

Signature of Reference

Date

TOWN OF GLASTONBURY
PARKS AND RECREATION DEPARTMENT
EMPLOYMENT REFERENCE FORM

(Applicant's Name) _____

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Applicant's Signature

Date

PLEASE COMPLETE ALL APPLICABLE INFORMATION

Name of Reference

Day Phone

Address

City

State

Zip

1) In what capacity have you known the applicant? _____

2) For how long? _____

3) If this individual has worked for you, how would you rate his/her work record and overall performance? Please explain.

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5) How would you rate this individual's character? Please explain. _____

6) Do you know of any reason why this individual should not be a valuable employee? _____

7) Please use this space for any additional comments. _____

Signature of Reference

Date

TOWN OF GLASTONBURY

AFFIRMATIVE ACTION QUESTIONNAIRE

INSTRUCTIONS: The Town of Glastonbury requests that each applicant complete the following questions so that accurate records of the recruitment process may be maintained. Completion of this section is not required for continued participation in the recruitment for a position, and is strictly voluntary.

This information is needed for compliance with governmental selection requirements and for EEO reports. It will be kept confidential and separate from the regular application, and will not be reviewed until the entire recruitment is completed.

Your cooperation in completing this form is appreciated and will enable us to evaluate our recruitment process in accordance with Affirmative Action policies. Thank you.

1 Position Applied For: _____

Age (Please check one)

- 16 or less 17 to 25 26 to 40 41 to 65 66 to older

2 Ethnic Racial Status (Please check one)

Male

- White Black Hispanic Asian/Pacific Islander American Indian/Alaskan Native

Female

- White Black Hispanic Asian/Pacific Islander American Indian/Alaskan Native

3 Are you a Vietnam Era Veteran? Yes No

4 How did you hear about this position?

- Hartford Courant Friend/Family Glastonbury Citizen Journal Inquirer
 Internet (please specify) _____
 Other (please specify) _____

Name _____ Date _____

Address _____ City _____ State _____