

MANCHESTER PARKS & RECREATION

41 Center St., PO Box 191
Manchester, CT 06040
(860) 647-3084
Fax: (860) 647-3083



Winter/Spring 2014

Application for Employment

Enclosed please find an application and required forms for employment. All Recreation staff applicants must include the following when returning their packet:

Forms included in this packet:

- Seasonal Application
- Release of Personal Information form

Documents you must attach:

- Resume
- Two Written References
- Copy of Required Certifications

Packets returned in person may be brought to:

- Center Springs Main Office, 39 Lodge Drive
- Community Y Recreation Center, 78 North Main Street
- Human Resources, Lower Level of Town Hall, 41 Center Street

If returning by mail, return to: Manchester Parks and Recreation, 41 Center Street, PO Box 191, Manchester, CT 06045-0191.

Please indicate the program you are applying for at this time (i.e. Summer camps, Special Needs camp, Aquatics, Youth sports). Employment will be based upon your previous experience, references, education and your interview.

We will also provide additional training dates upon employment. Be specific on your application about your availability. It is imperative to list all current certifications, especially WSI and LGT. If you should have any questions, please contact us at 860-647-3084.

List two references below - not relatives:

<u>Name</u>	<u>Street, City, State, Zip</u>	<u>Telephone</u>
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Experience: Include volunteer experience - List current or most recent position first. Use additional paper if necessary.

Employer: _____ Supervisor: _____

Address: _____ Phone: _____

Dates of From: _____ Hours Per Week: _____

Employ: To: _____ Salary: _____

Position Title: _____ Why Left: _____

Duties: _____

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Address: _____ Phone: _____

Dates of From: _____ Hours Per Week: _____

Employ: To: _____ Salary: _____

Position Title: _____ Why Left: _____

Duties: _____

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Do you have a valid Connecticut motor vehicle operator's license? Yes No Operator No. _____

Have you ever been convicted of a violation of the law other than a traffic offense? Yes No

If yes, please explain below. You are not required to list any arrests, criminal charges or convictions if those records have been erased. (Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

I certify that the statements on this application are true to the best of my knowledge. I also give consent for you to check with personal references, previous employers and educational institutions concerning my past employment and personal history and to check criminal and driving records. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history. I further understand the acceptance of this form does not constitute an employment agreement.

DRUG TESTING: The Town reserves the right to conduct pre-employment drug testing of all applicants. Applicants may be required to pass a test for drugs of abuse. Failure to pass such a test will result in the withdrawal of any offer of employment.

Signature: _____ Date: _____

**TOWN OF MANCHESTER, CONNECTICUT
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
SUMMER/TEMPORARY EMPLOYMENT/INTERNSHIP**

I give consent for you to check with personal references, previous employers and educational institutions concerning my past employment and personal history and to check criminal and driving records. I release the Town, previous employers and educational institutions from any liability arising from the truthful disclosure of information concerning my employment or personal history.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

I have read, understand and agree to the foregoing.

Print Name

Signature

Position Applying For

Date of Birth

Date