



## 2017 SUMMER EMPLOYMENT APPLICATION FORM – DEPARTMENT OF RECREATION

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ E-mail \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ SIN # \_\_\_\_\_

### POSITIONS APPLIED FOR AND PREFERRED LOCATION (IF APPLICABLE)

Position Location

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### AQUATICS APPLICANTS ONLY (ALL OTHER APPLICANTS SKIP THIS SECTION)

#### Check all the awards that you have. Issue date/ Exp.Date

Canadian Red Cross Assistant Water Safety Instructor and/or Water Safety Instructor Award

\_\_\_\_\_

Lifesaving Society (LSS), Bronze Cross or Canadian Red Cross Assistant Lifeguard Award

\_\_\_\_\_

LLS National Lifeguard or Canadian Red Cross Lifeguard Award Pool Waterfront \_\_\_\_\_

Indicate any experience you have working/volunteering in an aquatics environment:

\_\_\_\_\_

\_\_\_\_\_



#### **CERTIFICATIONS AND PREVIOUS EMPLOYMENT**

1. Have you ever been employed with the Town of Bay Roberts? Yes/No

If yes, describe \_\_\_\_\_

2. Do you have a valid driver's license? Yes/No If yes, Class \_\_\_\_\_

3. Do you have daily access to a vehicle (applicable to some positions)? Yes/No

4. Do you have standard first aid? Yes/No

5. Do you have Basic Cardiac Life Support (BCLS/CPR)? Yes No

6. Have you completed the National Coaching Program (NCCP)? Yes/No

#### **EXPERIENCE/TRAINING**

Indicate any experience working/volunteering or education/training in the following areas:

Children aged 5-12 years

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Children aged 13-18 years

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Working with persons with a disability or special needs

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Knowledge of child development

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Planning and coordinating children's programs

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Other relevant experience/training or certification

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#### EDUCATION

If you are currently enrolled in High School, What grade level will you complete this year? \_\_\_\_\_

Post-Secondary

Educational Institute \_\_\_\_\_

Program \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Certificate/Diploma received: \_\_\_\_\_

Are you planning to attend a secondary/post-secondary institution of this year? Yes\_\_\_\_ No\_\_\_\_

Describe your course of study: \_\_\_\_\_

#### Previous Employment:

(List in order, most recent first)

- |                     |                       |
|---------------------|-----------------------|
| 1. Employer : _____ | Supervisor: _____     |
| Telephone: _____    | Dates Employed: _____ |
| 2. Employer: _____  | Supervisor: _____     |
| Telephone: _____    | Dates Employed: _____ |
| 3. Employer: _____  | Supervisor: _____     |
| Telephone: _____    | Dates Employed: _____ |



**CHECK LIST (check each item to ensure it is enclosed with application)**

Current Resume

2017 RNC Certificate of Conduct with Vulnerable Sector Check or dated receipt of application

(Attach the following if completed and current)

Standard First Aid Certificate

CPR (Level C) Certificate

High Five® Certification

Any other certification (i.e., tennis, soccer, coaching (NCCP))

**DECLARATION (to be signed by the applicant- read carefully before signing)**

I acknowledge that employment and continuing employment are conditional upon observance of the rules, regulations and instructions governing employment by the Town of Bay Roberts as in effect at the time of employment, or established at any subsequent time. I am available for the period of employment indicated in the job descriptions of the positions for which I have applied. I understand that many positions require physical agility and constant mobility. It is understood and agreed that the information given on this application is true to the best of my knowledge, and any misrepresentation made by me may be sufficient cause for immediate dismissal. I understand that applications will only be accepted and retained for advertised competitions and only those granted interviews will be contacted.

Applicants Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Please send completed form to:

**Summer Employment Manager  
Town of Bay Roberts  
P.O Box 114  
A0A 1G0**

Or hand deliver to: Cable Building National Historic Site, 321 Water Street

Office Hours: 8:30am - 4:00pm Monday through Friday