



Application for Position with
Recreation Department
 City of Greenfield
 20 Sanderson Street, Greenfield, MA 01301 (413)
 772-1553 email: christy.moore@greenfield-ma.gov

Office Rec'd. ___ / ___ / 20
 Interview: ___ / ___ / 20
 Results: _____

Directions To the Applicant:

1. **If you also receive** a folded Town of Greenfield Application, **use this form as a supplement. Fill in your name and all information that is not included on the other form. Return both.**
2. **Give COMPLETE ANSWERS, Phone Numbers & Addresses. An incomplete application will not be considered.**
3. **Distribute the 3 reference forms** and have them returned to this office as soon as possible.
4. When we have your complete application, if your qualifications seem to meet our requirements, you will be called for an interview.

Date of Application _____

Name: _____ I am at least 16yrs. old ___ yes ___ no

Address: _____
 No. Street City/Town State Zip Code

Daytime Phone (____) _____. Please also give temporary address/phone, eg. college:

email: _____

EDUCATION:

Name + Address of School	Dates Attended	Grad.	Degree or Major
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

WORK EXPERIENCE (Most Recent First)

Company Name + Address	Phone	Position	Dates Employed	Name of Your Supervisor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

POSITION(S) FOR WHICH YOU ARE APPLYING: ie Camp counselor, Camp Director, Lifeguard, Swim Area Manager, Swim Area Front Gate Attendant

Are You applying for: Volunteer Wages Either

Have you ever worked with children? _____ What Age(s): _____

Describe your leadership experience(s) _____

Mark 3 if you have done, 2 if you have had instruction/coaching in, and 1 if you are *qualified* to teach; add any others!

___ Archery ___ Art: _____ ___ Badminton ___ Baseball ___ Basketball ___ Bowling ___ Chess
 ___ Cake Decorating: _____ ___ Campcraft _____
 ___ Coaching: _____ ___ Cooking: _____ ___ Crafts ___ Creative Writing ___ Cribbage
 ___ Drawing ___ Dance: _____ ___ Golf ___ Knotcraft ___ Mime
 ___ Officiating: _____ ___ Painting: _____ ___ Photography ___ Poetry Writing
 ___ Sign Language: _____ ___ Singing ___ Soccer ___ Storytelling ___ Swimming ___ Tennis
 ___ Other: _____ ___ Other: _____ ___ Other: _____

Also Complete Side 1

CURRENT CERTIFICATIONS & give **EXPIRATION DATE**. **DO NOT** list any that have expired.

CPR _____ BASIC FIRST AID _____ LIFEGUARD TRAINING
 WATERFRONT LIFEGUARDING _____ WATER SAFETY INSTRUCTOR _____

OTHER CERTIFICATIONS - (Name & Expiration Date: _____

If NOT CURRENTLY certified, will you find and take required course(s) at least 2 weeks before program start date? _____ Call Local Red Cross, Hospitals, Schools & Colleges for training courses

Give the reference forms to the 3 persons listed below. These should be former/present employers, teachers, character references NOT RELATED TO YOU, who have knowledge of your abilities, skills, character: Provide ALL information below:

FULL NAME	Title/Position	COMPLETE Address	PHONE
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____
_____	_____	_____	(____) _____

What date could you begin work? _____ What is the last date available to work? _____

Are You willing and able to work Weekends Nights Flexible Hours Split Shifts

Attend Training and Orientation sessions whenever scheduled _____

Find & take CPR and First Aid Courses to be eligible to be a Recreation Leader? _____

Do reading, research and planning as needed to perform your job? _____

Describe any other LEADERSHIP and VOLUNTEER EXPERIENCE you have had:

What WEEKDAY and Time is best for you to come for an interview between 8:30 AM and 4:30 PM?

APPLICANT'S STATEMENT AND SIGNATURE- I attest that the above information is true; I understand that if I am offered a position: **(a)** I will be responsible for the requirements and terms of a job description and work agreement, **(b)** I will be required to attend training and/or orientation as needed for the position, as well as on-the-job reviews, training and meetings; **(c)** an offer of a position may be contingent upon my completing and verifying required certifications at least two weeks before a the position start, and upon successfully completing other requirements; I further understand that the position for which I am applying is a part time seasonal position for which there are no benefits or other compensation when the job is terminated:

Signature

Date

RETURN THIS FORM TO:

Director / Greenfield Recreation / 20 Sanderson Street / Greenfield, MA 01301