



**TOWN OF WESTFORD
RECREATION DEPARTMENT**
65 MAIN STREET 3rd Floor
Westford, Massachusetts 01886
Office: 978-692-5532

APPLICATION FOR EMPLOYMENT

The Town of Westford is an equal opportunity employer. We are committed to a policy of nondiscrimination in our programs, activities, and employment practices. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability(ies) or any other legally protected status.

Name: _____ Age: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Social Security #: _____

If employed and you are under 16, can you furnish a work permit? Yes No

Have you ever been employed by the Town of Westford before? Yes No

If yes, give date(s): _____ Reason for Leaving: _____

Are you employed now? Yes No

Position Applying For - Please check:

School Year (WPC) Counselor___	Beach Attendant___	Summer Jr. Counselor___
Summer Sr. Counselor___	Lifeguard___	Water Safety Instructor___
Other: _____		

How did you find out about the position(s) for which you are applying? Please include names of anyone referring you to apply for this job: _____

Why do you want to be part of the Recreation Staff - What appeals to you most about this job? _____

What skills or talents do you feel you can offer? _____

What do you feel you would gain by serving as an employee with the Recreation Department? _____

Please check any current certifications you may have:

CPR___ First Aid___ WSI___ Other _____ Expiration Date _____

What three things about you would make you a good employee?

1 _____

2 _____

3 _____

Please list any special interests or abilities you have, including but not limited to: speaking a foreign language, arts & crafts, music/theater arts, sports, swimming, etc _____

Please list any awards you may have received: _____

How many hours/days/weeks of work are you looking for? _____

Please check your highest level of education completed and/or current grade:
Middle School - Current Grade: _____ High School, Current Grade: _____
College - Current Year: _____ Degrees: _____
Certifications: _____

Please describe any work experience you may have. Include volunteer work, babysitting, or paid work experience. Please start with your present or most recent job.

Employer: _____ Job Title: _____
Dates Employed: _____ Reason for Leaving: _____
Job Duties: _____

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Please list up to 3 References (other than relatives and friends). References include a past or current coach, past or current teacher, employer, etc.

Name: _____ Phone: _____
How do you know this person? _____

Name: _____ Phone: _____
How do you know this person? _____

Name: _____ Phone: _____
How do you know this person? _____

Have you ever been convicted of a felony? ___ Yes ___ No
If yes, please explain: _____

Certification and Release
I certify that answers given herein are true & complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Town of Westford.

Applicant Signature: _____ Date: _____
Parent/Guardian Signature (if applicant is under age 16): _____