



Town of Flatrock

For Office Use Only

Received _____

Interview For _____

Interview Time _____

2014 SUMMER EMPLOYMENT APPLICATION FORM

Please attach resume, copies of certificates/awards or copies of receipt for proof of course registration

Section A – Personal Information

Name: _____
Last Name First Name Middle Initial

Address: _____
Street City Postal Code

Phone: _____
Home Cell E-mail

Section B – Positions Applied (*only select the position/s you are interested in*)

Recreation Public Works/Maintenance Museum/Heritage

Section C – Certifications and previous employment

1. Have you ever been employed with the Town of Flatrock?
Yes No
2. Do you have a valid driver's license?
Yes No If yes, class: ____
3. Do you have valid First Aid:
Yes No If yes, date issued: _____

Section D – Experience/Training (Please complete if applying for Recreation positions only)

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

Children aged 5 – 12 years

Working with persons with a disability or special needs

Knowledge of child development

Behaviour management, crisis intervention, ABA therapy training

Facilitating training, supervising/evaluating staff, leadership

Planning and coordinating children's programs

Other relevant experience/training or certification

Section E- Education

As of June 2014 what will be your highest level of education? _____

Educational Institution	Program of Study	Date	Certificate/Degree/Diploma

Section F – Work Experience *(Please attach letters of reference from previous employers if available.)*

Previous Employer	Dates Employed	Position/Responsibilities

Section G – References *(Employment related references are preferred. Do not list relatives or friends)*

I hereby authorize Town of Flatrock to contact the persons or organizations listed on this application and/or my resume for the purpose of obtaining reference information, including contents of my personnel file. The following individuals are authorized to disclose such information.

Name of Reference	How do you know this reference?	Contact # for Reference <i>(Please include home #, work # and email address)</i>

Please attach the following if completed and current

- Standard First Aid Certificate
- CPR (Level C) Certificate
- High Five® Certification
- Any other certification

If successfully hired with the Town of Flatrock the following requirements must be met:

- 2014 RNC Certificate of Conduct (recreation positions only)
- Valid First Aid Certificate (training session will be hosted in the region in June of 2014)

Please read carefully before signing:

Employment and continuing employment are conditional upon observance of the rules, regulations and instructions governing employment by Town of Flatrock 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 (recreation positions).

As per summer employment positions policies all employers MUST post on JobsinNL.ca for a minimum of three days to ensure fair and equitable access to all students seeking employment. If we do not follow this guidelines we will lose our funding and there will be no summer positions available.

Please check the box to verify that you have read and understand the above condition

Applicant's signature _____

Date _____

For additional information regarding our positions please contact the following:

Recreation Positions 335 2270 or email recreation@pouchcove.ca

All other positions 437 6312 or email info@townofflatrock.com

Please mail completed applications to:

Town of Flatrock
663 Wind Gap Road
Flatrock, NL
A1K 1C7

Or hand deliver to:

Town of Flatrock
663 Wind Gap Road

Or e-mail to:

info@townofflatrock.com

DEADLINE for applications: 4pm on Wednesday, April 30, 2014

