



# Town of WESTFORD PARKS, RECREATION & CEMETERY DEPARTMENT

P.O. BOX 2444 • 35 TOWN FARM ROAD  
WESTFORD, MASSACHUSETTS 01886  
OFFICE: (978) 692-5532  
FAX: (978) 392-4471

## 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: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties: \_\_\_\_\_

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 understand also, 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): \_\_\_\_\_