

APPLICATION FOR SUMMER EMPLOYMENT

Grand Falls-Windsor Parks & Recreation Department

P.O. Box 439, Grand Falls-Windsor, NL A2A2J8

For Office Use Only:

Date Received: _____

Attachments: Yes No

Initial: _____

NAME: _____
Last First

ADDRESS: _____
No. Street
Town Province Postal Code

DATE OF BIRTH: ___/___/___ TELEPHONE: _____
D/M/Y

SOCIAL INSURANCE NUMBER: (_ _ _) (_ _ _) (_ _ _)

NOTE: If you do not have a Social Insurance Number, please apply for one IMMEDIATELY. Applications are available at the Post Office.

POSITION APPLIED FOR:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

(Applicants are eligible for all positions but will be given preference for their top three choices.)

POSITIONS AVAILABLE:

- | | |
|--|---------------------------------|
| Tennis Instructor | Ball Hockey Instructor |
| Program Co-ordinator | Lifeguard/Playground Instructor |
| Special Events Co-ordinator | Maintenance Worker |
| Playgrounds Instructor | Basketball Instructor |
| Softball Instructor | |
| Volleyball Instructor | |
| Integration Instructor (Program for Disabled Children) | |

NOTE: All applicants must have attended a post-secondary institution full-time this past year, and planning to attend a post-secondary institution in the fall semester.

GENERAL INFORMATION

Are you readily available for an interview during May of this year? Yes No
If no, please indicate dates and times available.

Start date you are available for work

Last day you can work before returning to school

Do you have a driver's license? Yes No

If yes, Class 04 _____ Class 05 _____

Do you have access to a vehicle? Yes No

If yes, Full-time _____ Part-time _____

EDUCATION

HIGH SCHOOL: Please indicate highest grade completed

_____ Grade _____ Date/Year Completed

_____ School

Post -Secondary: _____ Institution
_____ Program
_____ Dates Attended
_____ Certificates/Diploma
_____ Years of Program Completed

Did you attend a post-secondary institution this past year from September to April?

Yes No Institution _____
Dates attended _____

Are you planning to attend a post-secondary institution in September of this year?

Yes No Program of Study _____
Institution _____

VOLUNTEER EXPERIENCE

Parks & Recreation Dept. Pre-school Student Council
 Hospital Special Olympics
 Boy Scouts/Cubs
 Girl Guides/Brownies Community Organization YMCA
 Sports Group Church/Parish Other

COMMENTS:

QUALIFICATIONS

Do you have a valid First Aid Certificate Yes No If yes, give details below.

Type of valid First Aid Certificate Red Cross St. John Ambulance

PLEASE ATTACH COPIES OF CERTIFICATES/AWARDS

Standard First Aid	_____	Expiry Date	_____
Emergency First Aid	_____	Expiry Date	_____
CPR	_____	Expiry Date	_____
Basic Cardiac Life Support	_____	Expiry Date	_____
Bronze Medallion	_____	Date Awarded	_____
Bronze Cross	_____	Date Awarded	_____
NLS	_____	Date Awarded	_____
Other	_____	Date Awarded	_____

Note: All staff must have a valid First Aid Certificate during period of employment.

National Coaching Certification Program (NCCP)

Theory Level 1 _____ Date Completed _____
Theory Level 11 _____ Date Completed _____

NCCP Technical Coaches Courses:

Sport	Level	Date Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Certificates: _____

RECREATION/LEISURE ACTIVITIES & SKILLS

Please indicate if you have any skills or experience in the following areas.
 Attach copies of certificates where applicable.

- | | | |
|--|--|--|
| <input type="checkbox"/> Drama/dance | <input type="checkbox"/> Drawing/sketching | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Sewing/knitting | <input type="checkbox"/> Integration |
| <input type="checkbox"/> Low Organized Games | <input type="checkbox"/> Soccer | <input type="checkbox"/> Day Care |
| <input type="checkbox"/> Puppetry | <input type="checkbox"/> Softball | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Music | <input type="checkbox"/> Basketball | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Story Telling | <input type="checkbox"/> Ball Hockey | <input type="checkbox"/> Other |

EMPLOYMENT HISTORY

1. Employer _____ Supervisor _____

2. Telephone _____ Date Employed _____

- From To
-
1. Employer _____ Supervisor _____

2. Telephone _____ Date Employed _____

- From To
-
1. Employer _____ Supervisor _____

2. Telephone _____ Date Employed _____

- From To

REFERENCES

List two persons other than relatives who are in a position to judge your work ability, whom we may contact for reference.

Name	Occupation	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

If there are any other items you feel are pertinent to the position you are applying for, please indicate in the space below. (Additional information may be enclosed as well as a personal resume`.)

NOTE: The number of positions and length of employment are pending funding.

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**TOWN OF GRAND FALLS-WINDSOR PARKS & RECREATION DEPARTMENT
STUDENT SUMMER JOBS**

The Town of Grand Falls-Windsor Parks & Recreation Department is now accepting applications for student summer employment. Most positions will commence in mid June and finish late August.

Eligibility requirements:

1. Students must have attended a post secondary institution as a full-time student two full terms prior to employment. Consideration will be given to secondary students with Grade 12 if there are fewer post-secondary student applications received.
2. Students must have attended a post secondary institution the semester following employment.
3. Students must have a permanent residence in Grand Falls-Windsor.
4. Students of the immediate family of an elected or senior official of the Town of Grand Falls-Windsor are not eligible for employment.
5. Students MUST have a valid First Aid Certificate from the period June 23-August 22.
6. Co-ordinators should be senior post secondary students with experience.
7. Must have a valid driver's license.

Terms of employment:

- Hours of work-40 hours per week
- Extra hours will be required to work several Special Events including Canada Day, Salmon Festival, Slo-Pitch Tournaments and Central NL. Summer Games & other community events.
- Time off will be taken in lieu of overtime.
- Due to financial constraints orientation will be volunteered by students.
- First Aid Certificates must be obtained before starting employment.
- All employees must dress in Town uniform in a neat and presentable manner.
- All employees will be responsible for maintenance & cleanup whenever necessary.
- All employees must complete daily work reports.
- The Parks & Recreation may have the authority to dismiss any employee not adhering to the Terms of Employment.

I have read the preceding application and agree to the Terms of Employment and state that all information contained is accurate.

Signature of Applicant _____

Date: _____

Deadline for applications: May 8, 2009

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Summer Activities and Events which Students will be involved with:

Canada Day Activities	Talent Show
Minor Sports Program Activities	Mock Olympics
Salmon Festival	Environmental Days
Pepsi Central NL Summer Games	Playground trips to businesses & attractions
Slo-Pitch Tournaments	Trip to Waterslide
Community Beautification Competition	Fossil Dig Day
Pet Show	Puppet making
Arts & Crafts Program	Scavenger Hunt
Active Living Express	Christmas in July
Haunted House & Candy Hunt	Kite Making Contest
Puppy Love Picnic	Slam Dunk that Junk contest
Hawaiian Party	Minor Sports Banquet
Pool Parties	Minor Sports Tournaments & Intertown Fun Games

Return completed application to : Grand Falls-Windsor Parks & Recreation Dept.
Joe Byrne Memorial Stadium
P.O. Box 439
Grand Falls-Windsor, NL A2A 2J8

We thank all students who apply; however, applications will not be given written acknowledgment and not all students will receive interviews.

FOR OFFICE USE ONLY

Minimum Qualifications Yes No
Interview Yes No

Acceptable for
Employment _____ Position _____
Approved by: _____ Date: _____