



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

20 Main Street
Mendon, Massachusetts 01756
Phone: (508) 473-0600 Fax: (508) 478-8241
Email: parkcomm@mendonma.gov
mendonma.gov/parks

Employment Application

Position Sought: _____ **Date:** _____

Name: _____ **D.O.B.:** _____

Address: _____
(#) (street) (town) (state) (zip)

Phone: _____ **Email*:** _____

All communications with applicants will be via email.

Please list any potential conflicts between June and Sept.
When can you start work and what is the last day you can work?
Please list any vacations, other jobs, school/college, sports, etc.

Please note the following mandatory minimum job requirements:

All employees will have to pass a criminal background check

Applicants must meet the minimum age requirements on their first day of employment (end of June)

Lifeguard	Snack Shack	Rec Program	Maintenance
16+ Years Old ¹	16+ Years Old ¹	16+ Years Old ¹	16+ Years Old ¹
Lifeguard Cert. ²			
CPR/AED/First Aid			

¹ Applicants turning 16 are welcome to apply if they will be 16 by the start of their employment.

² We will also accept proof of enrollment in a course to be completed by June of 2018

APPLICATION DEADLINE: n/a

Return Completed Applications to: Mendon Parks Department

By Email: parkcomm@mendonma.gov

OR

In Person or By Mail: 20 Main St. Mendon, MA 01756

Questions? Email, or Call: 508-473-0600

Please fill out the attached application packet

Instructions:

To The Applicant:

READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

1. All questions must be answered, if applicable. If not applicable, indicate “n/a”.
2. Failure to answer any and all (non-optional) questions truthfully, accurately or completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination from employment.
3. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.
4. You are applying for a responsible position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate.
5. If, after submitting this application, you are no longer interested in appointment, please notify the Parks Department in writing (email is acceptable).
6. Applicants may include in their report of experience any verified work performed on a volunteer basis.
7. **By submitting this application you affirm that you are lawfully eligible for employment in the United States of America.**
(Upon hire you will be asked to complete the I-9 Employment Eligibility Verification form and supply supporting documentation as required)
8. All applicants will be contacted after the deadline regarding status and to schedule interviews.
9. Nothing in this application or any job posting or description should be construed as an offer or guarantee of employment.
10. Applications from applicants not selected will be held on file for a period of at least one year.

The Federal Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability, (As does the Americans with Disabilities Act). Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above-stated discrimination as well as some additional types, such as discrimination based upon ancestry, sexual orientation and marital status.

I have read and understand the above instructions.

Initial: _____

1. **Work/Volunteer Experience:** In reverse chronological order, (i.e. starting with the most recent), list all employment and/or volunteer experience.
2. *Please feel free to attach a resume or additional pages if desired*

Dates		Name, Address, & Phone of Employment	Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr		

Your Position or Title:

Reason for Leaving:

Dates		Name, Address, & Phone of Employment	Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr		

Your Position or Title:

Reason for Leaving:

Dates		Name, Address, & Phone of Employment	Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr		

Your Position or Title:

Reason for Leaving:

Dates		Name, Address, & Phone of Employment	Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr		

Your Position or Title:

Reason for Leaving:

3. **Education:** Please list your educational background below.

Education:	Name and Address of Institution	Current Grade Level/Year or Year of Graduation	Program of Study / Shop / Degree / Major
High School			
College / Higher Education			
Military Experience <i>(if any)</i>	<i>(Service Branch, Rank, Dates Served, etc...)</i>		
Other: Equivalency, Additional Coursework, etc.			

4. **Please respond to the following prompts below:**

- Do you hold any certifications or licenses relevant to this position? If so, please list.
(Please attach copies of such certifications or licenses to the end of this application)
- Are you CPR/AED/First Aid Certified or planning to get certified before the summer?
- Do you have any relevant experience, skills, or proficiencies that would relate to the position you are applying for?

5. **Please list any special abilities, interests, sports, activities, or hobbies:**

Background Information:

***For the purposes of this section a person “affiliated with the Town” shall mean any person who is currently:**

- An Employee of the Town.
- An Elected, Appointed, or Ex-Officio member of any Board, Committee, or Commission.
- A person who has served in any of the above positions within the last year.
- Any person with whom there exists or could exist, the appearance of a financial interest or conflict of interest as defined under the current MA Ethics Regulations.

7. Do you have a familial or personal relationship with any person(s) currently affiliated with the Town of Mendon in any capacity* (or has been within the last year)?

Yes [] No []

If yes, please give name, relationship, department, and position: _____

8. Have you previously submitted an application for employment to the Town of Mendon?

Yes [] No []

If yes, give the date and name of the department/position: _____

9. Have you ever been fired, terminated, or forced to resign from a position because of misconduct or unsatisfactory employment?

Yes [] No []

If yes, please explain: _____

Questions 9, 10 & 11 are for the Maintenance Crew Position.

10. Do you possess a valid driver’s license?

(Answering no will not disqualify you from employment)

Yes [] No []

11. Have you ever been involved in an at-fault motor vehicle accident?

Yes [] No []

If yes, please explain: _____

12. Was your driver's license in this state, or any state, ever suspended or revoked?

Yes [] No []

If yes, please explain: _____

Criminal Record:

All prospective employees of the Mendon Parks Department will be required to undergo a criminal background check (CORI) and Sex Offender Registry Information check (SORI) as a condition of employment. Applicants to positions requiring the operation of a motor vehicle will also be subject to a check of their public driving records.

If you have any questions regarding this policy please contact the Parks Dept.

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS STATED.

I understand that this is not a contract of employment and the municipality or I may sever the employment relationship at any time for any reason. Any oral or written statement to the contrary, including any which are made by a City/Town representative, are disavowed and may not be relied upon by any prospective or existing employee.

I understand also that this position has evening and weekend hours for which I must be available. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this application will be the basis for rejection of my application or dismissal from employment with the Town of Mendon. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I hereby give the Town of Mendon, through its agents, employees and Police Department, authorization to contact any person reasonably related to the background investigation. I also authorize any person contacted to share written and oral information that is reasonably related to the public position for which I am applying.

Finally, I hereby release, discharge and exonerate this municipality, its agents and representatives, and any person furnishing or receiving information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information or investigations made by or on behalf of this municipality. This authority shall continue until revoked in writing by the undersigned.

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

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 the rules and regulations of the employer.

Signature of Applicant

Date

Thank you for your interest in an employment opportunity with Mendon Parks Department.

Return Completed Applications to: Mendon Parks Department

By Email: parkcomm@mendonma.gov

OR

In Person or By Mail: 20 Main St. Mendon, MA 01756

Questions? Email, or Call: 508-473-0600