



# Town of Flatrock

## 2019 Summer Employment Application

**Once Completed:**  
 Mail or hand deliver to:  
 663 Windgap Road  
 Flatrock, NL  
 A1K 1C7  
 Email to: info@townofflatrock.com

**DEADLINE FOR APPLICATION: 3:30pm, Thursday April 18, 2019.**

**PLEASE ATTACH: Resume, copies of certificates/awards or proof of course registration.**

### Section A – Personal Information

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street Town Postal Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Cell

### Section B – Positions *(Select positions you are interested in, **but** you may be offered a position in another department)*

Recreation  Public Works/ Maintenance  Heritage

Harbour Authority  Town Office  Tourism (outside)

### Section C – Certifications & Previous Employment (circle one)

1. Have you ever been employed with the Town of Flatrock? Y / N
2. Do you have a valid Drivers Licence? Y / N
3. Do you have valid first aid? Y / N
4. Are you currently enrolled in School? Y / N
5. Are you returning to school in September? Y / N

### Section D – Education

As of June 2019, what will be your highest level of education?

Educational Institution	Program of Study	Date	Certificate/Degree/Diploma

### Section E – Work Experience

Previous Employer	Dates Employed	Position	Responsibilities

### Section F – References *(Employment references are preferred. DO NOT list relatives/friends)*

I hereby authorize the Town of Flatrock to contact the persons or organizations listed for the purpose of obtaining reference information.

Name of Reference	How do you know this Reference?	Contact Info (Phone & Email)

**Section G – Experience/Training (FILL OUT ONLY IF APPLYING FOR RECREATION POSITION)**

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

1. Children aged 5-12 years: \_\_\_\_\_  
\_\_\_\_\_
2. Working with persons with disabilities/special needs: \_\_\_\_\_  
\_\_\_\_\_
3. Facilitating training, supervising staff, leadership: \_\_\_\_\_  
\_\_\_\_\_
4. Planning & coordinating children’s programs: \_\_\_\_\_  
\_\_\_\_\_
5. Other relevant experience, training, or certification: \_\_\_\_\_  
\_\_\_\_\_

Please attach the following if completed and current:

- Emergency First Aid Certificate
- CPR (Level C) Certificate
- High Five Certification
- Any Other Certification

If you are successfully hired, the following requirements **must** be met:

- 2019 RNC Certificate of Conduct (REC POSITIONS ONLY)
- Valid first aid (Training is in June 2019, if needed)

***PLEASE READ AND SIGN:***

**If a successful applicant, I understand I am required to be available for the Town’s Canada Day Celebrations – July 1, Garden Party – July 14, Annual Soiree – July 25, 26, 27, and any other town events throughout employment.**

Employment and continuing employment are conditional upon observance of the rules, regulations, and instructions government employment by the 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 applied.

I understand that many positions require physical ability 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 ONLY).

EARLIEST DATE OF AVAILABILITY: \_\_\_\_\_

**Please check the box to verify you have read, and understood all of the above:**

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For additional information regarding our positions please contact:

Stephanie Murray – Town of Flatrock – stephanie@townofflatrock.com – 437-6312

**DEADLINE FOR APPLICATIONS – Thursday April 18, 2019 at 3:30 pm**