

APPLICATION FOR EMPLOYMENT
TOWN OF HANNA

Community Services Department

Preference may be given to those who are available to begin work in May. Shift work, weekends and evenings may be required depending upon area of employment.

All positions require that you be friendly and outgoing with the public.

For more information, Contact:

Gwen Snell, Director of Community Services

(403) 854-4433

Email: gsnell@hanna.ca

Position(s) applied for (check all that apply)

Recently Advertised Position

(*please specify*)

Full Time Seasonal Parks Maintenance
(*Apr.-Oct.*) Duties may include weed control, mowing, trimming, painting, general maintenance and repairs, facility cleaning, etc.

Parks/Recreation Maintenance Staff
Duties may include weed control, mowing, trimming, painting, general maintenance and repairs, facility cleaning, etc.

Program Leaders
Duties include supervision of youth recreational programs in a safe setting, record keeping and general duties.

Customer Service Personnel
(*Centennial Place and Swimming Pool*)
Duties include customer reception providing information and responding to customer inquiries, program registration, receipt of cash, daily cash out, general cleaning and janitorial maintenance.

Lifeguards/Swim Instructors
(*Please ensure you photocopy valid certificates and fill out the Lifeguard section of the application form.*) Duties include supervision of pool patrons in a safe environment, maintenance and janitorial work required.

Personal Information (Please print clearly)

Name _____ Telephone # (____) _____
Last First

Mailing Address _____

Town/City Province Postal Code

Email: _____ Cell Phone: (____) _____

Date: _____

Are you available to work:

Full-time

Part-time Specify days and hours if part-time _____

Were you previously employed with us? _____ If yes when? _____

If your application is considered favorably on what date will you be available for work?

_____, 20_____

Education

Type of School	Name of School	Location (complete mailing address)	Years Completed	Major & Degree
High School				
Post Secondary				

Employment

Company: Address: Phone No. ()	Name of Supervisor: Duties Performed:	Employed From: To: Reason for Leaving
Company: Address: Phone No. ()	Name of Supervisor: Duties Performed:	Employed From: To: Reason for Leaving
Company: Address: Phone No. ()	Name of Supervisor: Duties Performed:	Employed From: To: Reason for Leaving

Personal References (exclude Supervisors listed above and relatives)		
Name	Relationship:	Phone No. ()
Name	Relationship:	Phone No. ()

Have you been charged with a criminal offence? If so, please explain.

I have not been charged with a criminal offence.

Date

Signature

Signature of Parent (if under 18 years)

Should you be successful in obtaining employment with the Town of Hanna, you may be required to supply a driver's abstract, criminal record check or a vulnerable person's background check depending upon your duties or position with the Town.

I certify that the above information is correct. I authorize the references, supervisors and educational institutions listed above to give you any information concerning my prior employment or education. I understand that you, as my potential employer are collecting my personal information on this form and from the references, supervisors and educational institutions listed above to determine my suitability for the position I have applied for and, if I am hired, for the purpose of our employment relationship. I understand and agree that you, as my potential employer, will use and disclose my personal information only for those purposes or as permitted or required by law. By signing this form, I consent to the collection, use and disclosure by you, as my potential employer, of my personal information for these purposes.

Date

Signature of Applicant

~ Please attach any additional information you feel may be helpful in our selection ~

**Please complete this form *if you are applying for employment as a Lifeguard / Instructor.*
Ensure that photocopies of all awards and certificates are supplied.**

Name: _____

Telephone #: _____

Birth date: _____

Certification Date

Bronze Medallion _____

Bronze Cross _____

Senior Resuscitation _____

National Lifeguard Award - pool option _____

Instructor Certification: WSI I _____

WSI II _____

RLSSC _____

Standard First Aid: Type: _____

Basic Rescuer CPR _____

Others:

Other Relevant Information:

What position are you applying for? Please check all that apply.

Qualifications

<input type="checkbox"/> Manager/Pool Operator	<i>Pool operator I, NLS, WSII, Standard First Aid - AEC, 18 years+, Considerable experience with staff MGMT</i>
<input type="checkbox"/> Shift Supervisor – Advanced	<i>18 years, NLS, WSII, Standard First Aid - AEC</i>
<input type="checkbox"/> Shift Supervisor	<i>18 years, NLS, Standard First Aid - AEC</i>
<input type="checkbox"/> Junior Lifeguard – Advanced	<i>16 years, NLS, WSII, Standard First Aid - AEC</i>
<input type="checkbox"/> Junior Lifeguard	<i>16 years, NLS, Standard First Aid - AEC</i>