

Town of Carlisle
Recreation Department

66 Westford St. Carlisle MA 01741 Phone: 978-369-9815 Fax: 978-371-6686 E-Mail: hmansfield@carlislema.gov

JOB APPLICATION – SUMMER 2019

(In order to qualify for employment you must be at least 14 years of age and have working papers)

Name _____ E-Mail _____
Address _____ Town _____ zip _____
Home# _____ Cell# _____ DOB _____ SS # _____
Emergency Contact: _____ Phone _____

- Carlisle Summer Fun Program will operate for 6 weeks from:
June 24 through August 2, 2019 from 9:00am to 3:00pm at the Carlisle Public School
- Mandatory Set Up Day: Friday, June 21. Additional days may be added as needed. All set up days are Paid days.
- Mandatory participation in CPR/First Aid Program – Date TBD (If you are not already certified)
- Will you be available to attend 1) June 21-Set Up Day? _____ 2) June TBD-CPR Class? _____
If NO, please state reason:

- Have you been previously employed by the Town of Carlisle? _____
 - In what capacity? _____

- Circle the Sessions available to work: You must be available to work a complete week

Week 1: June 24-28

Week 2: July 1-3 (3 Days)

Week 3: July 8-12

Week 4: July 15-19

Week 5: July 22-26

Week 6: July 29-August 2

- Additional weeks available to Substitute – please circle.

June 24

July 1

July 8

July 15

July 23

July 29

- Are you available to work before camp? (Early Drop Off: 8:15 to 9:00 am) Yes No

- Have you taken First Aid and CPR Training? _____ Date: _____

○ Is certificate current? _____ Please attach all current certificates with application.

(Recreation will offer First Aid, CPR and CPR refresher classes date TBD. This is mandatory for all employees – if classes have not been taken within the past 12 months.)

- Are you willing to perform Community Service for all or part of the time? Yes _____ No _____

Number of hours: _____

- Work and/or Volunteer Experience?

What special skills do you have? (include CIT, WSA, WSI, leadership, coaching experience, certification, babysitting, horse riding, sports, hobbies, etc.)

- Why would you like a summer job with the Carlisle Recreation Program?

Program Leaders

Recreation is always looking for individuals with special interests or skills who are interested in leading or coaching a particular activity. Please indicate your ideas. (For example: Orienteering, Arts & Crafts, Basketball, Soccer, Tennis, etc.) List the areas of interest to you below.

References

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

- Additionally, the State of Massachusetts requires that all employees be CORI checked.
- Apply before March 31, 2019 for the best opportunities. Late applications will be considered for substitutes and any new positions. You will be contacted in May regarding employment. If you have any questions, please call: 978-369-9815.
- Please send a copy of any certifications you have, along with this application.
- **Mail completed application to: Carlisle Recreation, 66 Westford Street, Carlisle, MA 01741**

Signature _____ Date _____

Thank you for your interest in working with the Carlisle Recreation Program.