



Winthrop

PARKS & RECREATION

SEAN DRISCOLL
DIRECTOR

JILL CAPUTO
ASSISTANT DIRECTOR

March 7, 2024

Dear Applicant,

Attached please find an application for our Summer Jobs Program funded by Massport. **The application must be returned no later than 5pm on Thursday, April 18th** to the Parks and Recreation Dept at 151 Pauline St. (rear entrance of the middle school) with a copy of your birth certificate and a letter of recommendation from someone other than a family member. You can also return by email to parksandrecreation@town.winthrop.ma.us Please make sure you have all the required documents, **incomplete application will not be accepted..**

If you have previously worked for the Program, only the 1st page of the application needs to be returned. Please keep in mind this is a 6/8 week commitment and individuals who cannot commit to the 6/8 weeks need not apply.

All 1st time applicants

Applicants must be 16 years old by July 1, 2024 and be enrolled in a full time high school or college program. **Any applicant age 16 or 17 who is hired by Winthrop Parks and Recreation must get an application for an employment permit from the guidance office at their school. Employment permit needed only after you are offered a job. All positions are contingent upon Massport funding for the program.** Any questions, **the applicant** may contact us at 617 846-8243. Thank you for your interest in the Summer Jobs Program.

Sincerely,

Sean Driscoll
Director

Jill Caputo
Assistant Director

MiKalya Bestford
Program Coordinator



APPLICATION FOR EMPLOYMENT

Town of Winthrop, Massachusetts

Thank you for your interest in employment with the Town of Winthrop. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.

PLEASE NOTE: The town accepts applications for Advertised positions only. Applications must be returned to the address above by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please PRINT or TYPE, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____ Date of application: ____/____/____

Referral source: Newspaper ad Online ad Employee Relative Bulletin Board Walk-in School Town Website Other Name of source (if applicable): _____

Date available for work: ____/____/____

PERSONAL

Name: (first) _____ (middle) _____ (last) _____

Address: (street) _____

(City) _____ (State) _____ (Zip) _____

Telephone: Home (____) _____ - _____ Cell (____) _____ - _____

Between 8:30 a.m. and 4:30 p.m. (____) _____ - _____

If this is your current place of employment, may we contact you there? Yes No

Email: _____

Are you age 18 or older? Yes No If no, list date of birth: ____/____/____

Have you worked for the Town of Winthrop before? Yes No

If yes, list: (dept) _____ Dates of service: From: ____/____/____ To: ____/____/____

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed **FIRST**. Account for all periods of time between employment. A resume may be attached but **DO NOT** refer to the resume when completing all sections of this application. Use additional sheets if necessary.

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
	Mo./Yr.	
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
	Mo./Yr.	
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
	Mo./Yr.	
Type of Business:		
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		

Interests & Prior Experience

Do you have any prior experience with childcare? Childcare could include babysitting, caring for younger siblings/cousins, etc.? If so, please explain below.

Have you ever volunteered for anything related to the town of Winthrop or any departments within it?

Have you ever been or are you currently involved in any sports or extracurricular activities? Do you have any hobbies or interests? If so please list below.

What do you wish to gain from being employed by us? What will we gain from employing you?

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

List all skills aptitudes that make you a strong candidate for employment.

Office machines you operate: _____

Computer skills: Macintosh IBM/Personal computers Mainframe/network

Software programs: Wordprocessing: _____

 Spreadsheet: _____

 Database: _____

 Graphics: _____

Driver's license #: _____ State: _____ Expires: ____/____/____ Class: _____

List any machinery or heavy equipment that you have operated efficiently: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

EDUCATION

Circle highest grade completed:

High School 1 2 3 4 Vocational School 1 2 3 4 Undergraduate 1 2 3 4 Graduate 1 2 3 4

Name and Location of School

Graduate?

High School	Yes No
Vocational School Major (s): Degree:	Yes No
Undergraduate College: Major (s): Degree:	Yes No
Graduate College: Major (s): Degree:	Yes No

Additional education and/or vocational, technical or military training relevant to the position:

REFERENCES

Please exclude former employers or relatives.

Name and occupation	Address	Phone
1) _____	_____	_____
2) _____	_____	_____

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes No

APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Winthrop to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an "employment at will" policy and nothing in this employment application, in the Town's statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____ Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.