



**WORK EXPERIENCE** Please list paid work experience that you have had, both recreational and non-recreational.

Employer	Address	Position	Start & End Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**VOLUNTEER EXPERIENCE** Please list experience that you have had, both recreational and non-recreational.

Organization	Address	Position	Start & End Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**INTERESTS** Please list and describe all of your interests and achievements, both recreational and non-recreational.

**Activities** (*athletics, clubs: social / educational...*) \_\_\_\_\_

**Honors** \_\_\_\_\_

**Major Areas of Interest** (*hobbies...*) \_\_\_\_\_

**Special Talents** (*musical instrument, art, magic, singing, dancing...*) \_\_\_\_\_

**How did you hear about this employment opportunity:**

Friend/Family     School     Youth Services     Town Website     Facebook

**CHARACTER REFERENCES**

Please have **TWO** individuals (*preferably teachers, coaches, OR former employers*) fill out the two attached reference forms and send directly to the Park and Recreation Office.

**YOU will need to provide a stamped, addressed envelope with each reference form addressed to Needham Park and Recreation Commission, 178 Rosemary Street, Needham, MA 02494; this way your references can send their form DIRECTLY to us.**

**\*\* PLEASE NOTE:** Current Park and Recreation staff may contact the Park and Recreation Office to provide an additional reference but MAY NOT be one of your written references.\*\*

*Return completed application to:*

**Needham Park and Recreation Commission,  
Rosemary Recreation Complex,  
178 Rosemary Street, Needham, MA 02494  
parkandrecreation@needhamma.gov**



**Needham Park and Recreation Commission**  
**Rosemary Recreation Complex**  
**178 Rosemary Street, Needham, MA 02494**



**EMPLOYMENT REFERENCE #1**

*The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.*

**THIS SECTION TO BE COMPLETED BY CANDIDATE:**

**Candidate's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position(s) Applied for:** \_\_\_\_\_

**\*\* Give this form to a person who has agreed to complete it with a stamped, self-addressed envelope, to the above address. \*\***

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continue on back if needed)*

**Relationship to Candidate:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**Needham Park and Recreation Commission**  
**Rosemary Recreation Complex**  
**178 Rosemary Street, Needham, MA 02494**



**EMPLOYMENT REFERENCE #2**

*The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.*

**THIS SECTION TO BE COMPLETED BY CANDIDATE:**

**Candidate's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position(s) Applied for:** \_\_\_\_\_

**\*\* Give this form to a person who has agreed to complete it with a stamped, self-addressed envelope, to the above address. \*\***

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

**Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Continue on back if needed)*

**Relationship to Candidate:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_