



TOWN OF POUCH COVE

2024 Summer Employment Application

Once Completed:
Mail or hand deliver to:
 660 Main Road
 PO Box 59
 Pouch Cove, NL
 A0A 3L0
Email to: info@pouchcove.ca

DEADLINE FOR APPLICATION: 3:30pm, Friday, May 10, 2024.
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

Section C – Certifications & Previous Employment (circle one)

1. Have you ever been employed with the Town of Pouch Cove? 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 2024, 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 Pouch Cove 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 requirement **must** be met:

- Valid first aid

PLEASE READ AND SIGN:

- Employment and continuing employment are conditional upon observance of the rules, regulations, and instructions provided by the Town of Pouch Cove, and are 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.
- **I understand that I may have to work some evenings and weekends.**
- **I understand that I will have to work Canada Day and Pouch Cove Days.**
- **I have read the job description and understand the duties for the position(s) that I have applied for.**

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:
info@pouchcove.ca – (709)335-2848

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