

# THE KAYAK CENTRE

Employment Application

RECEIVED BY \_\_\_\_\_ ON \_\_\_\_\_

## APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Social Security No.		Desired Salary	
Position Applied for				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## REFERENCES

*Please list three professional references.*

Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )
Address		

**PREVIOUS EMPLOYMENT**

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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## Supplement to Employment Application

**PLEASE PRINT** *(Please feel free to use additional sheets if necessary)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone and email address: \_\_\_\_\_

How did you hear about us?

\_\_\_\_\_

1. Please describe your kayaking experience or any outdoors activities or sports you participate in.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have any retail or customer service experience? Please describe in detail your previous responsibilities. Have any of these experiences including cash register type responsibilities?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever had any formal kayak instruction? If so, where and when? Please describe the course or class.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any kayak (ACA/BCU) or medical (CPR/first aid) certifications? Please list below with expiration dates.

\_\_\_\_\_  
\_\_\_\_\_

5. Please describe your approach to customer service and share with us at least one example of your teamwork abilities.

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6. Please list any computer skills or knowledge, i.e., retail software, web design etc.

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7. The Kayak Centre has locations in Wickford & Charlestown, RI.

Please check which locations you are interested in working at:  Wickford  Charlestown

8. Are you interested in working  Full Time  Part Time

Specific and accurate start and end dates must be provided.

When are you available to start? \_\_\_\_\_ End Date: \_\_\_\_\_

9. Are you available to work part time *before* and *after* the summer season? If so, when?

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10. Are you available to work  Weekends  Occasional Evenings  Days

11. Feel free to add any additional information you think would be helpful in support of your application

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Thank you for applying to The Kayak Centre. We look forward to meeting you!

**Please return this with your completed application!**