Town of Poughkeepsie Recreation Department

1 Overocker Road Poughkeepsie, NY 12603 Phone (845) 485-3628 Fax (845) 485-3616

2018 Seasonal Employment Application

Thank you for your interest in seasonal employment with the Town of Poughkeepsie Recreation Department. We hire seasonal staff to help maintain our parks and to run our summer programs.

Great trust is placed in the department by the families of the participants and the town as a whole. Every effort will be made to recruit, select and train the most qualified staff members available. All applicants can expect that their backgrounds, references and ability to work with youth will be checked. All positions are subject to random drug and alcohol testing.

Seasonal park maintenance positions are appointed for a specific period of up to 25 weeks during the time from March 15th through November 30. These positions require you to be a minimum of 18 years old and possess a clean, valid driver license. Duties can include performing minor repairs, painting, park cleanup, ballfield maintenance and lifting up to 70 pounds. Salaries start at \$ 12.00 per hour.

Camp Staff positions provide direct supervision and program instruction for young people in our Summer Day Camp Program. They may also assist with other duties such as special events.

Specific Camp Staff positions include:

- Camp Counselors who supervise and run programs for groups of up to 12 campers;
- Program Specialists who instruct skills in special areas such as sports, arts, crafts, drama or nature;
- Administrative Staff such as the Camp Health Officer, Program Directors and Camp Directors

Salaries start at \$ 11.00 per hour. Applicants for camp positions must be available from June 25 through August 10. All applicants must be available for the full period of employment and be a minimum of 16 years old on the first day of employment.

Preference in hiring will be given to applicants who are 17 years of age or older; have camp staff and/or childcare experience; have demonstrated leadership experience; and who have skills and activities to share with the campers. You may return your application by emailing it to rec@townofpoughkeepsie-ny.gov or mailing it to:

Town of Poughkeepsie Recreation Department 1 Overocker Road Poughkeepsie, NY 12603

<u>Applications received by April 1, 2018 will be reviewed first</u>. Incomplete or illegible applications will not be considered. Extra consideration in selection will be given for <u>current</u> certification in First Aid, CPR, etc. Please attach copies of the certification.

If you have any questions please contact us at (845) 485-3628 or rec@townofpoughkeepsie-ny.gov.

www.PoughkeepsieTownRec.com



SEASONAL EMPLOYMENT APPLICATION

2018

Town of Poughkeepsie Recreation Department One Overocker Road, Poughkeepsie, NY 12603

This application must be completed and signed personally by the applicant. Each question must be answered in full. We are an **Equal Opportunity Employer** and consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class.

Name (First Middle Last)		Email Address	
		Enter Email Address Again	
Address		Cell Phone Number:	
		Home/School Phone Number	
Position Desired (Check all th	at Apply)		
Parks Maintenance Worker	(must be 18+ and possess a valid driver's li	icense)	
Camp / Program Director	(must be 21+ and possess s valid driver's I	icense)	
Camp Health Officer	(must be 21+; be a LPN, RN or EMT and p	oossess a valid driver's license)	
Camp Program Specialist	(must be 16+ and be proficient in area of in	nstruction: sports, crafts, drama, nature)	
Camp Counselor	(must be 16+)		
Period Available to Work:	From (Indicate month and day)	To (Indicate month and day)	
Are you available for the full period of work listed on the cover page for this position?			🗌 Yes 🗌 No
Are you planning to take vacation time during this work period?			🗌 Yes 🗌 No
Are you currently employed?			🗌 Yes 🗌 No
If yes, may we contact your employer to obtain employment information?			🗌 Yes 🗌 No
Have you ever been employed with the Town of Poughkeepsie before?			Yes No
If yes, give dates From// To//			
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>			🗌 Yes 🗌 No
Will you be 16 years of age on June 25, 2018?			🗌 Yes 🗌 No
If you are under 18 years of age, can you provide required proof of your eligibility to work [Working Papers]?			☐ Yes ☐ No ☐ Not Applicable
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?			☐ Yes ☐ No ☐ Not Applicable

If you are out of town (i.e. away in college), when would you be back in town for an interview?

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Town of Poughkeepsie	Recreation 2018	Seasonal Emple	wment Application
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Name

Education						
Type of School Attended		Name and Location of School	Number of Years Completed (do not give dates)	Cours	e of Study	Diploma or Degree Obtained
High School or Other						
College						
		Certifications	, Licenses and Sk	ills		
		Please attach	copies of certificates	5		
		Course Name	Course Provider		Expiration Da	ite
Example		Camp Director's School	American Camping	g Institute	12/31/2018	
CPR						
First Aid						
EMT						
Nurse						
Other						
If you are applying for a position which requires a Driver License, provide license number and state						
List your extracurricular activities and hobbies.						
What subjects are you qualified to instruct or activities you can teach/lead children?						

	Employ	ment History	
Present or Last Employer		liont motory	
Name of Employer		Phone Number	
Address	City	State Zip	
Employment Dates (Month/Year)		Salary	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities ar	nd significant accomplishments		
Reason for leaving			
Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State Zip	
Employment Dates (Month/Year)		Salary	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities ar	nd significant accomplishments		
Reason for leaving			
Next Previous Employer		Bhone Number	
Name of Employer		Phone Number	
Name of Employer Address	City	State Zip	
Name of Employer	City		
Name of Employer Address	City	State Zip	
Name of Employer Address Employment Dates (Month/Year)		State Zip	
Name of Employer Address Employment Dates (Month/Year) Title of Position		State Zip	
Name of Employer Address Employment Dates (Month/Year) Title of Position Description of duties, responsibilities ar	nd significant accomplishments	State Zip	
Name of Employer Address Employment Dates (Month/Year) Title of Position Description of duties, responsibilities ar Reason for leaving	nd significant accomplishments	State Zip	

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Name				
References: ALL must be a	non-relative over 21 years of age			
Name	How do you know this person?			
Address/City/State/Zip	Years Known			
Phone Number	Email Address			
Name	How do you know this person?			
Address/City/State/Zip	Years Known			
Phone Number	Email Address			
News				
Name	How do you know this person?			
Address/City/State/Zip	Years Known			
Phone Number	Email Address			
Name	How do you know this person?			
Address/City/State/Zip	Years Known			
Phone Number	Email Address			

Conviction Record Status				
Have you ever been convicted of and/or plead guilty to a felony? 🗌 Yes 🗌 No				
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years?				
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town of Poughkeepsie. The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.				
Date C	County/State	Conviction/Explanation		

Certification

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I understand that a background check will be conducted which will include an inquiry into the NYS Sex Offender Registry and may include, depending upon the specific position, an inquiry into the NYS Central Registry for Child Abuse and Exploitation. I also authorize investigation of my criminal and employment record and references, and any other information contained on this application, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, I will be subject to random drug and alcohol testing and that my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local regulations.

Signature of Applicant:_

Date: