

Town of Poughkeepsie Recreation Department

1 Overocker Road
Poughkeepsie, NY 12603

Phone (845) 485-3628
Fax (845) 485-3616

2010 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.

Seasonal park maintenance positions start as early as March 15th and can last through November. These positions require you to be a minimum of 18 years old and possess a valid driver license. Duties can include performing minor repairs, painting, park cleanup, ballfield maintenance and lifting up to 50 pounds. Salaries start at \$ 8.00 per hour.

Program staff positions include staff for our summer day camps and playground programs. Generally these positions provide direct supervision and program instruction for young people. They may also assist with other duties such as concerts and special events.

Specific program 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

Applicants for these positions must be available from July 1 through August 15 and be a minimum of 16 years old. Salaries start at \$ 8.00 per hour.

Applications received by March 15, 2010 will be reviewed first. Extra consideration will be given for current certification in First Aid, CPR, etc. Please attach copies of the certification.

If you have any questions please contact us at (845) 485-3628.

The mission of the Recreation Department is to improve the quality of life for all residents of the Town of Poughkeepsie by providing park and recreation services that:

- *Foster personal growth and re-creation,*
- *Are innovative, exciting and safe,*
- *Encourage a sense of community and*
- *Responsibly utilize the resources of the Town.*



EMPLOYMENT APPLICATION

**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)	E-Mail Address
Address	Phone Number(s) Where You Can Be Reached:

Position Desired (Check all that Apply)

- Parks Maintenance Worker (must be 18+ and possess a valid driver's license)
 Camp Counselor (must be 16+)
 Program Specialist (must be 16+ and proficient in area of instruction)
 Camp / Program Director (21+ and possess driver's license)

Period Available to Work: From (Indicate month and day) _____ To (Indicate month and day) _____

Are you currently employed? If yes, may we contact your employer to obtain employment information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with the Town of Poughkeepsie before? If yes, give dates From ____/____/____ To ____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of your eligibility to work [Working Papers]?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
High School or Other				
College				

List certificates (including CPR, Lifeguard, WSI, First Aid-RTE) and licenses (including driver license) that would support your qualifications for employment. List expiration dates next to each certificate and license. If you are applying for a position which requires a Driver License, provide Driver License Number here: _____	List your hobbies and extracurricular activities as they relate to a recreation program. Include the areas that you are qualified to instruct or any activities you can do with children that are either sports or non-sports related.
--	--

References: ALL must be by a non-relative over 21 years of age

Name/Occupation	Phone Number
Address City State Zip	Years Known
Name/Occupation	Phone Number
Address City State Zip	Years Known
Name/Occupation	Phone Number
Address City State Zip	Years Known

Present or Last 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 and 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 and 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 and significant accomplishments			
Reason for leaving			
Conviction Record Status			
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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	County/State	Conviction/Explanation	

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 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, 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: _____