

Town of Poughkeepsie Recreation Department

1 Overocker Road
Poughkeepsie, NY 12603

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

2012 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 70 pounds. Salaries start at \$ 8.00 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

Applicants for these positions must be available from June 29 through August 12 and be a minimum of 16 years old on the first day of employment. Salaries start at \$ 8.00 per hour. All applicants must be available for the full period of employment.

The Town of Poughkeepsie is partnering with the City of Poughkeepsie to run the Spratt Park Pool. The Town will be responsible for hiring, scheduling and managing the seasonal lifeguard staff. The City will be responsible for the maintenance and preparation of the pool.

Specific **Pool positions** include:

- Pool Director, Head Lifeguard, Lifeguard and Pool Attendant

Applicants for these positions must be available from June 23 through August 19 and be a minimum of 16 years old on the first day of employment. All applicants must have appropriate current certification and be available for the full period of employment. Salaries start at \$ 8.00 per hour.

Applications received by March 30, 2012 will be reviewed first. Consideration in selection will be given for current certification in First Aid, CPR, etc. Please attach copies of the certification.

This application is NOT for the volunteer Counselor-In-Training Program (for 14 and 15 year olds). Use the Counselor-In-Training Program Application.

Incomplete or illegible applications will not be considered.

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

www.PoughkeepsieTownRec.com

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SEASONAL 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	Cell Phone Number: Home/School Phone Number
<p><u>Position Desired (Check all that Apply)</u></p> <p><input type="checkbox"/> Parks Maintenance Worker (must be 18+ and possess a valid driver's license)</p> <p><input type="checkbox"/> Camp / Program Director (must be 21+ and possess a valid driver's license)</p> <p><input type="checkbox"/> Camp Health Officer (must be 21+; be a LPN, RN or EMT and possess a valid driver's license)</p> <p><input type="checkbox"/> Camp Program Specialist (must be 16+ and be proficient in area of instruction)</p> <p><input type="checkbox"/> Camp Counselor (must be 16+)</p> <p><input type="checkbox"/> Pool Director (must be 21+ and possess a valid driver's license, current lifeguarding and CPR certification)</p> <p><input type="checkbox"/> Head Lifeguard (must be 18+ and possess current lifeguarding and CPR)</p> <p><input type="checkbox"/> Lifeguard (must be 16+ and possess current lifeguarding and CPR)</p> <p><input type="checkbox"/> Pool Attendant (must be 16+ and possess current CPR)</p>	
<p>Period Available to Work: From (Indicate month and day) _____ To (Indicate month and day) _____</p> <p>Are you available for the full period of work listed on the cover page for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you planning to take vacation time during this work period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your employer to obtain employment information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with the Town of Poughkeepsie before?	<input type="checkbox"/> Yes <input type="checkbox"/> 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>	<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

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Name _____

Education

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				

Certifications, Licenses and Skills

Please attach copies of certificates

	Course Name	Course Provider	Expiration Date
CPR			
First Aid			
Lifeguarding			
EMT			
Nurse			
Water Safety Instructor			
Certified Pool Operator			
Other			

If you are applying for a position which requires a Driver License, provide license number and state _____

List your extracurricular activities and hobbies. 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. You may also note here other information you would like us to know.

Name _____

Employment History

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			

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			

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	
Name	How do you know this person?
Address/City/State/Zip	Years Known
Phone Number	
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Address/City/State/Zip	Years Known
Phone Number	
Name	How do you know this person?
Address/City/State/Zip	Years Known
Phone Number	

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? Yes 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

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 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: _____

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