

# Town of Poughkeepsie Recreation Department

1 Overocker Road  
Poughkeepsie, NY 12603

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

## 2017 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 15<sup>th</sup> 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 \$ 10.00 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 \$ 10.00 per hour. **Applicants for camp positions must be available from June 26 through August 11. 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.

**Applications received by April 1, 2017 will be reviewed first.** Incomplete or illegible applications will not be considered. Extra 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, 15 and 16 year olds). Use the Counselor-In-Training Program Application.**

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

[www.PoughkeepsieTownRec.com](http://www.PoughkeepsieTownRec.com)

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# SEASONAL EMPLOYMENT APPLICATION

2017

**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
<p><b><u>Position Desired (Check all that Apply)</u></b></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 s 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: sports, crafts, drama, nature)</p> <p><input type="checkbox"/> Camp Counselor (must be 16+)</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>	
<p>Are you currently employed?</p> <p>If yes, may we contact your employer to obtain employment information?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you ever been employed with the Town of Poughkeepsie before?</p> <p>If yes, give dates From ____/____/____ To ____/____/____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If you are under 18 years of age, can you provide required proof of your eligibility to work [Working Papers]?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
<p><u>If you have been provided with a job description for the position for which you are applying</u>, are you able to perform the essential functions of the position with or without reasonable accommodation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
<p>If you are out of town (i.e. away in college), when would you be back in town for an interview?</p>	

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**Name** \_\_\_\_\_

**Education**

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

**Certifications, Licenses and Skills**

Please attach copies of certificates

	<b>Course Name</b>	<b>Course Provider</b>	<b>Expiration Date</b>
<i>Example</i>	<i>Camp Director's School</i>	<i>American Camping Institute</i>	<i>12/31/2017</i>
<b>CPR</b>			
<b>First Aid</b>			
<b>Lifeguarding</b>			
<b>EMT</b>			
<b>Nurse</b>			
<b>Other</b>			

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?

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**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			

What other information you would like us to know.

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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
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?  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 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: \_\_\_\_\_

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