

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

Applications received by April 1, 2018 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.

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

www.PoughkeepsieTownRec.com

PLEASE TYPE or PRINT NEATLY

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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
<i>Example</i>	<i>Camp Director's School</i>	<i>American Camping Institute</i>	<i>12/31/2018</i>
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?

PLEASE TYPE or PRINT NEATLY

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.

PLEASE TYPE or PRINT NEATLY

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 StatusHave you ever been convicted of and/or plead guilty to a felony? Yes NoHave 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: _____

PLEASE TYPE or PRINT NEATLY