

TOWN OF BETHLEHEM PARKS & RECREATION DEPARTMENT

SUMMER-2012

EMPLOYMENT APPLICATION



In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual preference or the presence of a non job-related medical condition or disability.

PERSONAL DATA: PLEASE PRINT TODAY'S DATE

NAME: Last FULL First M.I. DATE OF BIRTH (IF UNDER 18)

PRESENT ADDRESS: Number/Street SOCIAL SECURITY #

City State Zip TELEPHONE # CELL #

E-Mail Address (Home): E-Mail Address (School):

REFERRED BY: Name Address Phone

If you are not a U.S. citizen, what is your Alien Registration or Visa Classification Form Number?

Do you have a valid N.Y. State Drivers License? Class

RANK YOUR ORDER OF WORK PREFERENCE :

- Golf Course Maintenance (Age 18 minimum) Assist the Course Superintendent at Colonial Acres Golf Course. Full-time April-October and part-time May-September (weather permitting). Early morning hours. May include weekends.
Park Maintenance (Age 18 minimum) Maintenance of park grounds and other facilities. Full-time (weather permitting) May-August. Hours are normally Monday-Friday during the day. Occasional weekend and night work.
Lifeguard-Lifeguard at Elm Avenue Park pool. Will also teach Learn to Swim lessons, June 25-August 3. 6 WEEK COMMITMENT REQUIRED DURING SWIM LESSONS. Full and part-time June 9 through September 3. Day and evening hours, weekdays and weekends. Need current Lifeguard certification and CPR for the Professional Rescuer.
Pool Attendant-Part-time Attendants work at pool desk, clean locker rooms and pool grounds. Full-time Head Attendants supervise Attendants. June 9 through September 3. Day and evening hours, weekdays and weekends.
Golf Course Attendant- Attendants work in the golf shop selling greens fees & merchandise and enforce course rules. Part-time April-October. Day and evening hours, weekdays and weekends.
Ranger-(Age 18 minimum) Patrol park grounds at Elm Avenue Park. Full or part-time May through Labor Day. Evening hours, weekdays and weekends.
Office-Issue pool passes at the office. Data entry and other office duties as required. Part-time late May through end of July. Senior Clerk through mid-August. Day and late afternoon hours. Weekdays and weekends.
Tiny Tot Swim Instructors-Teach swimming to children weekdays 9am-12:15pm, June 25-August 3. 6 WEEK COMMITMENT REQUIRED. Available to teach Individual lessons between 1:00 & 6:30pm? Yes No
Playground-Counselors and Supervisors-Work with children in pre-school and school-age programs at the elementary schools or Elm Ave Park. Full-time (30-40 hrs/week). June 25-August 3. 6 WEEK COMMITMENT REQUIRED
Tennis Instructors-Teach tennis to children from June 25-August 3. Morning hours, Monday- Friday. 6 WEEK COMMITMENT REQUIRED.
Other Programs-Please circle choice(s): Basketball, Track & Field, Soccer, T-Ball, Volleyball, Bowling, Drama, Music, Lacrosse, Flag Football, Field Hockey, and Diving. Part-time positions, hours vary. Supervisors and instructors needed. List skills below:

INDICATE ANY CURRENT CERTIFICATIONS, QUALIFICATIONS, OR SKILLS YOU WOULD LIKE CONSIDERED:

## AVAILABILITY

**DATES YOU ARE AVAILABLE TO WORK: START DATE:** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_

**IF EMPLOYED, WILL YOU NEED TIME OFF FOR A VACATION OR ANY OTHER REASON? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

IF YES, GIVE DATES: \_\_\_\_\_ REASON FOR TIME OFF: \_\_\_\_\_

**IF EMPLOYED AT THE POOL: ARE YOU AVAILABLE TO WORK AUGUST 11-SEPTEMBER 3? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**DO YOU PLAY A FALL SPORT? YES** \_\_\_\_\_ (*Sport:* \_\_\_\_\_ ) **NO** \_\_\_\_\_

*\*Your availability during the summer may be a determining factor in considering you for employment.*

## EMPLOYMENT & BUSINESS EXPERIENCE

Indicate all full and part-time, summer, military and volunteer work. List most recent job first.

NAME & ADDRESS OF EMPLOYER	NATURE OF WORK	REASON FOR LEAVING	HOURS PER WEEK	DATE FROM/TO MO./YR.

## EDUCATION

Includes all periods of schooling. List most recent first.

NAME & ADDRESS OF H.S., COLLEGE OR OTHER SCHOOLS	MAJOR FIELD	# OF YEARS COMPLETED BY 6/22/12
		_____

## REFERENCES

Include personal and professional.

NAME	ADDRESS	PHONE #	RELATIONSHIP
1. _____			
2. _____			
3. _____			

**As an applicant you agree to and understand the following:**

1. Employment is conditional until information given by you has been verified.
2. You must meet minimum age requirements of applicable laws.
3. Your eligibility for a pension is based on the requirements set forth in the New York State Retirement Plan, the provisions of which will be described to you upon your employment. Additionally, if you do not satisfy the service and age requirements provided by the Plan, you will not be eligible to receive a pension.
4. The Town may conduct investigations including verification of prior employment history and education. By signing this application you authorize the Town to make these investigations, and you indicate your awareness that false statements or failures to disclose information may be sufficient to disqualify you for employment, or if employed may result in your dismissal.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return to: Town of Bethlehem Parks & Recreation Department, 261 Elm Avenue, Delmar, NY 12054**

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_