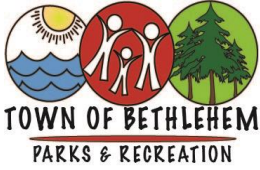


TOWN OF BETHLEHEM PARKS & RECREATION DEPARTMENT

SUMMER-2019

EMPLOYMENT APPLICATION

Deadline: March 3, 2019



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

CURRENT ADDRESS:

Number/Street City State Zip

CELL # () HOME # ()

E-Mail Address (Primary): _____ E-Mail Address (Secondary): _____
 (Print clearly) (Print clearly)

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 _____

NUMERICALLY RANK (LIMIT 3) YOUR ORDER OF WORK PREFERENCE:

- _____ **Park Maintenance**-(Age 18 minimum) Maintenance of park grounds and other facilities. Full-time (weather permitting) May-August. Hours are typically Monday-Friday **7am-3:30pm**. Occasional weekends. May include some Highway Department work.
- _____ **Lifeguard**-Elm Avenue Park pool. Full and part-time **June 5 through September 2**. Day and evening hours, weekdays and weekends. Attach current **Lifeguard certification and CPR for the Professional Rescuer (or indicate when certification will be renewed or completed _____)**. Lifeguards also teach **Learn to Swim lessons, choose availability. Learn to Swim lesson availability (must choose at least one): _____ July 1-12; _____ July 15-26; _____ July 29-Aug 9**
- _____ **Pool Attendant**-Part-time Attendants work at pool desk, clean locker rooms, pool grounds and issue pool passes. Full-time Head Attendants supervise Attendants. **June 5 through September 2**. Day and evening hours, weekdays and weekends.
- _____ **Tiny Tot Instructor**-Teach swimming to children M-F **9:30am-12:30pm. _____ July 1-12; _____ July 15-26; _____ July 29-Aug 9**
- _____ **One on One Swim Instructor**-Teach lessons M-W (THURSDAY ONLY in case of pool closure; must be available), **3:00-6:45pm. _____ July 1-3; _____ July 8-10; _____ July 15-17; _____ July 22-24; _____ July 29-31; _____ Aug 5-7**
- _____ **Learn to Swim Instructor**-Teach small group lessons based on Red Cross levels. M-F: **9:30-10:45am. _____ July 1-12; _____ July 15-26; _____ July 29-Aug 9**
- _____ **Springboard Diving Instructor**-Teach diving lessons to children. M-F: **9:00-10:45am, July 1-August 9 6 WK COMMITMENT REQUIRED**
- _____ **Camp Counselors**-Work with school-age children at Elm Ave Park day camps. Full-time (M-F; 40 hrs/week) **July 1-August 9 6 WK COMMITMENT REQUIRED**
- _____ **Camp Director** -Supervise Elm Ave Park day camps. Full-time (M-F; 40 hrs/week) **July 1-August 9 6 WK COMMITMENT REQUIRED**
- _____ **Arts & Crafts Supervisor**- Lead poolside arts & crafts, work with Elm Ave Park day camps as Arts & Crafts specialist. (M-F; 35-40 hrs/week) Hours to be determined. **July 1-August 9 6 WK COMMITMENT REQUIRED**
- _____ **Play Factory** -Work with school-age children in programs at the elementary schools. (M-F; 30-40 hrs/week). **July 1-August 9**
- _____ **Tennis Instructors**-Teach tennis to children from **July 1-August 9**. Morning hours, M-F.
- _____ **Other Programs**-Please circle choice(s): Volleyball, Flag Football, Field Hockey. Part-time positions, hours vary. Supervisors and instructors needed. List skills:

INDICATE ANY CURRENT CERTIFICATIONS, QUALIFICATIONS, OR SKILLS YOU WOULD LIKE CONSIDERED (Ex: swim team, volleyball team, etc.)

AVAILABILITY

**Time off requests are not necessarily granted or guaranteed. This information is mainly used for scheduling purposes.*

**Please note that requesting time off AFTER you are hired could be grounds for dismissal or loss of hours.*

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 10-SEPTEMBER 2? YES _____ NO _____

DO YOU PLAY A FALL SPORT? YES _____ (Sport: _____) NO _____

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.
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

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 6/17/19
1. _____	_____	_____
2. _____	_____	_____

REFERENCES

Include personal and professional. Students (under age 18) please provide 1 school related reference.

NAME	E-MAIL 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 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 a background check and 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 by March 3, 2019 to: Town of Bethlehem Parks & Recreation Department, 261 Elm Avenue, Delmar, NY 12054

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____ REVIEWED BY: _____ DATE: _____

COMMENTS: _____