

**Town of Bethel Parks and Recreation
P.O. Box 300
White Lake, New York 12786**

Application for Employment

Please Print Clearly or Type

Name: _____ Date of Birth: _____

Mailing Address: _____ City, State and Zip code: _____

Phone: _____ Cell Phone: _____

Position(s) Applying For: _____

Education:

Have you graduated from high school? _____

If yes, name and location of high school: If no, what grade did you complete?

A. If you have a high school equivalency diploma, indicate issuing Governmental Authority:

Number _____ Date of Issue _____

B. If you are currently attending a Junior High or High School, what is your concentration in?

C. If you completed or are currently enrolled in College, University, Professional, or Technical Schools or Special courses, please list the name of the school, dates of attendance, course or major, degree received and date of degree:

D. Qualifications:

1. Do you hold any certifications from the American Red Cross, American Heart Association, or the YMCA in Health & Safety courses? If yes, please list certifications along with expirations:

**Please attach copies of certifications to this application (including LPN, EMT, RTE, Lifeguarding, etc..)*

2. Have you ever been convicted of any crime? _____ If yes, please explain on separate paper.

3. Were you ever discharged from any employment except for lack of work or funds, disability or medical condition? _____ If yes, please explain on separate paper.

4. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable conditions? _____

1. Please list any special talents, skills, interests, etc. which you possess that would make you a good candidate for the position you are applying for:

2. Briefly describe any experiences you have had with children:

3. In the space below, please provide us with any additional information pertinent to the position you are applying for (school/community activities, school honors or awards, travel, collections, prior program attendee):

Please answer questions 4 and 5 in the space provided or on attached a separate piece of paper.

4A. Choose **one** (either a, b, or c) to answer:

- a. Write about a time when you were in a stressful situation at work or school? How did you handle the situation? What did you learn? How did it go?
- b. Write about a time when you had a conflict with a friend or an employer or an authority of some kind (teacher, parent, coach). What was the conflict? Who was involved? What did you do? What was the outcome? What did you learn from the situation?
- c. Write about a time you went above and beyond at work or school. What did you do? Why did you do it? What did you learn?

4B. Please list your **top 3 personality traits** you exhibit that you feel would make you a good candidate for the position(s) you are applying for (examples: creative, dependable, quick-thinking, friendly, patient, hard-working):

Briefly explain how each of these 3 traits makes you a great candidate for the position(s) you are applying for:

4C. Our programs are successful because of our team effort. A good team is made of people with various strengths. Of the four qualities listed below, **please indicate your top strength (+)**:

_____ caring, sensitive, and encouraging

_____ self-motivated and strategic

_____ detail-oriented and keenly aware

_____ fun and energetic

Briefly explain why you choose that quality:

5.If you worked for one of our programs before, why do you want to return again?

Why do you feel you should be hired back?

Employment History

1. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

2. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

3. Company Name: _____

Address: _____

Name of Supervisor: _____

Time Period Worked: _____

Brief description of duties: _____

References

Please list 3 references familiar with your character and/or your ability to perform the duties necessary for the position you are applying for (**no friends or relatives please**):

Name	Phone	Title
1. _____		
2. _____		
3. _____		

Availability

1. Our staff is required to attend mandatory orientations and meetings prior to camp beginning. Please indicate any conflicts you have during the months of May and June (example: high school sports, graduation, vacation):

2. Camp operates from July 8th to August 16th (M-F). Do you have any planned vacations or conflicts with these dates?

3. For those applying for pool lifeguards or park attendants, please indicate what weekends you are unavailable for from June 1st to September 1st:

4. If we offer additional dates to the camp calendar, please indicate if you are available:

_____ Monday, July 1st to Wednesday, July 3rd

_____ Monday, August 19th –Friday, August 23rd

The Town of Bethel is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Town of Bethel to promote equal opportunity in employment without discrimination because of age, race, gender, sexual orientation, disability, or marital status.

Affirmation:

I affirm under penalties of perjury that all statements made on this application, including any attached papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Signature

Date

Please return application to:

Town of Bethel Parks and Recreation
Attn: Cathy McFadden, Director
PO Box 300
White Lake New York 12786

Or e-mail to bethelnyparksandrec@gmail.com

Or in person at the Bethel Town Hall located at 3454 Rt 55 White Lake (M-F 9 AM-4 PM)

Applications are due: April 5, 2019

No applications will be accepted after this deadline.

Please note:

- Qualified applicants will be contacted in April to set up an interview.
- Longtime employees, unless there was an issue in the past or a new position is being applied for, may not be contacted for an interview.
- Notification of seasonal employment (appointment letter) will be sent by mail in early May.
- Official Appointment to seasonal positions, based on the recommendations of the interview committee, are made by the Bethel Town Board usually at their 2nd meeting town board meeting in May.
- The appointment letter contains important dates of mandatory orientations and meetings.
- After submitting your application or attending an interview, if you accept another position or are no longer interested in a job with our program, please let us know ASAP.