

Village of Croton-on-Hudson Recreation and Parks Department

2020 Summer Employment Information

The Croton Recreation and Parks Department offers summer employment opportunities in Day Camp, Tiny Tots, Lifeguarding, Gate Attendant and Park Maintenance. **APPLICATIONS WILL BE ACCEPTED STARTING JANUARY 2 THRU MARCH 13, 2020 or until positions are filled.** Applicants selected for an interview will be contacted in mid-March/early April. Employment decisions will be made by the first week of May. All applicants for paid positions must be at least 16 years of age. All CIT's (Counselor in Training) and volunteers must be at least 15 years of age. Anyone under 18 years of age must provide work papers which are issued by the school district.

Day Camp/Tiny Tots Counselors

Refer to Camp Job Application Information on reverse side of this sheet.

Lifeguards

You must be available to attend orientation which will be held on May 18th at 3:30 p.m., and work on weekends from May 23rd thru June 21st and then daily from June 26th thru September 7th.

Requirements: You must have valid Waterfront/Lifeguard/First Aid and CPR for the Professional Rescuer certifications. Copies of your certifications must be turned in with your application.

Gate Attendant

Silver Lake: You must be available to attend orientation which will be held on May 18th at 3:30 p.m., and work on weekends from May 23rd thru June 21st and then daily from June 26th thru September 7th.

Senasqua Park: You must be available to attend orientation which is held in mid-May (date to be determined) and work on weekends from May 23rd thru June 21st and then daily from June 26th thru mid-September.

Park Maintenance

You must be available to work from mid-May (college) or late June (high school) thru August. You must have a valid driver's license.

Note: The number of positions available is based on individual staff needs and may be limited. Filling out an application does not guarantee an interview or job. Previous employment with the village does not guarantee a positions as well.

2020 Camp Job Application Information

We are always looking for excellent candidates for our Summer Camp program. We take the role of our staff very seriously and are looking for those who will do the same. The safety and enjoyment of our campers is of utmost importance to us.

If you are enthusiastic, dependable and enjoy working with children, then you may be the candidate we are looking for. We are interested in quality staff members who approach their work in a professional manner.

Please complete the staff application attached if you are this kind of individual.

CAMP EMPLOYMENT DATES: Monday, June 29th to Friday, August 7th

Day Camp hours are 8:30 a.m. – 3:00 p.m.

Tiny Tots hours are 8:45 a.m. – 12:30 p.m.

NO CAMP JULY 3rd

Requirements of Applicants:

Must be 16 years old or older as of July 1st

15 years of age can be hired as **Counselors-In-Training** (Tiny Tots camp only)

APPLICATION PROCEDURE:

1. To be hired, you must fully commit to the entire camp season dates listed above (no exceptions). No part time/partial season positions are available. Days off, vacations, school/college commitments will not be permitted. Please make arrangements for such events prior to the start of the camp season or after the camp season.
2. Fully complete all sections of this job application and attach **two letters of reference**. All sections must be legible. Incomplete sections, illegible applications or missing reference letters will not be considered. Letters of reference can be from a past employer, Guidance Counselor, Coach, Teacher, Dean or College Professor. All letters must include a telephone number, address and/or email address at which the person can be reached to verify reference letter. ***Handwritten letters or post cards are not acceptable forms of references.***

High School Students: Are required to submit one letter from their Dean/Guidance Counselor and one letter from either a past employer, a Teacher or a Coach. A letter from a relative or someone you did babysitting for will not be accepted.

Please note: If you are under 18, please make sure you have your working papers card. Speak with your Guidance Counselor regarding obtaining the card. 14-15 years olds have one card and 16-17 year olds have another card.

3. After you have fully completed the job application, enclose it with your two letters of reference and submit to:
Croton Recreation Department, One Van Wyck Street, Croton-on-Hudson, New York 10520
4. Interviews will begin in mid-March and will be ongoing until the start of the camp season. Job applications will be kept on file throughout the camp season.
5. Upon reviewing the job applications, **only a select number of applicants will be contacted to schedule an interview. PLEASE NOTE: Not all applicants will have an opportunity to interview.**
6. Questions and Inquiries—should come directly from the applicant applying for a position.

Village of



Croton-on-Hudson

Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520-2501

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Last Name				First Name				Middle Name							
Address				City				State				Zip Code			
Telephone Number(s)								E-Mail Address:							

Position(s) Applied For						Date of Application					
How Did You Learn About Us?											
<input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other											
Name(s) of any relative(s) or friend(s) currently employed by the Village											
(Note, that we consider all applicants for all positions without regard to their familial relations or friendships)											

If you are under the age of 18, can you provide required proof of your eligibility to work? Yes No
If under 18, state your age. _____

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you a citizen of the United States? Yes No

If not, do you have the right to permanently remain in the United States? Yes No

Can you lawfully work in the United States? Yes No

In accordance with the Immigration Reform and Control Act of 1986, upon employment you will be asked to produce two forms of identification and any work papers otherwise necessary for employment.

We are an equal opportunity employer and applicants are evaluated based upon personal qualifications. We consider applicants for all positions without regard to their actual or perceived group identities, which may include identities based on age, race, creed, color, ethnicity, national origin, alienage or citizenship status, sexual orientation military status, gender, disability, predisposing genetic characteristics, marital status, familial status, or a person's status as a victim of domestic violence, sexual abuse, or stalking, or any other legally protected status.

Employment Experience

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

On what date would you be available to work? _____

Start with your present or past job. Include any military experience in the United States Armed Forces and job-related volunteer activities. Please exclude all organizations or employers which indicate age, race, creed, color, ethnicity, national origin, alienage or citizenship status, sexual orientation military status, gender, disability, predisposing genetic characteristics, marital status, familial status, or a person's status as a victim of domestic violence, sexual abuse, or stalking, or any other legally protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Numbers(s)			
Job Title			
Reason for Leaving			

List any professional, trade, business or civic activities and offices held that you consider to be relevant to your ability to perform this job:

Education

	Name and Address of School	Course of Study	Number of years or semesters Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, extra-curricular activities, or language abilities which you consider to be relevant to your ability to perform this job.

Additional Information

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience. Include job-related training received in the United States military.

Specialized Skills:

List any type of machinery that you can operate. Also list any computer programs or systems that you are familiar with.

Note to Applicants: Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing with or without reasonable accommodations the activities and duties of the job or occupation for which you have applied? Yes No

Have you ever been released, discharged, or asked to resign from any prior employment? Yes No

If yes, please give details. _____

Have you ever been the subject of disciplinary charges and /or have you ever been subject to disciplinary action by a prior or current employer? Yes No

If yes, please give details. _____

Drivers License

Please fill out this section only if the position for which you are applying requires driving.

1. Do you have a drivers license Yes No

2. If yes,

a) Type of driver's license _____

b) State of Issue _____

c) Driver's license number _____

d) Expiration Date _____

3. Have you had any accidents in the past three years? Yes No

a) If yes, How many? _____

b) What was the nature of the accident(s)?

4. Have you had any moving violations in the past three years? Yes No

a) If yes, how many? _____

b) What was the nature of the violation(s)?

State any additional information you feel may be helpful to us in considering your application.

References

1) Name _____ Phone # _____

Address _____

Email Address: _____

2) Name _____ Phone # _____

Address _____

Email Address: _____

3) Name _____ Phone # _____

Address _____

Email Address: _____

Applicant's Statement

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. I understand that all statements made in connection with application for employment are subject to investigation and verification. I also understand that in the event that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, that my application will no longer be considered or, if I am working for the Village that I may be subject to disciplinary action, up to and including termination of employment. I further understand that any offer of employment will be contingent upon my ability to provide legally sufficient documentation showing my eligibility to work in the United States. I understand that this application may be used for review by the Village as part of a background investigation.

Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer _____ Date _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

Name and Title _____ Date _____

NOTES _____

