



Background Check:	_____
Cleared:	_____
Drug Testing:	_____
Cleared:	_____

SEASONAL & PART-TIME EMPLOYMENT
PLEASE PRINT!!

LAST FIRST M

& STREET CITY & STATE ZIPCODE

PHONE # _____ SOCIAL SECURITY # _____

Emergency Contact & Phone - Day Emergency Contact & Phone - Evening

EMAIL ADDRESS _____

ARE YOU CURRENTLY 17 OR OLDER? YES NO
IF NOT, WILL YOU BE 17 BETWEEN MAY 1ST & SEPTEMBER 30TH OF THIS YEAR? YES NO
DATE YOU CAN START WORK _____ LAST DAY YOU CAN WORK _____
OTHER OBLIGATIONS THAT MIGHT PREVENT YOU FROM WORKING:

Please select the position for which you are applying:

- | | | |
|----------------------------|---|----------------------------|
| *PARK DIRECTOR _____ | LIFEGUARD _____ | SWIMSUIT SIZE _____ |
| *PARK ATTENDANT _____ | RECREATION COORDINATOR _____ | |
| *BALLFIELD ATTENDANT _____ | RECREATION LEADER (Head Counselor) _____ | |
| *CAROUSEL CONCESSION _____ | REC LEADER/REC ATTENDANT _____ | |
| POOL MAINTENANCE _____ | POOL CASHIER _____ | |
| OTHER _____ | TSHIRT SIZE(circle one) S M L XL XXL | |

*YOU MUST BE 17 YEARS OR OLDER TO APPLY FOR A PARKS POSITION.
DIRECTORS & ATTENDANTS NEED A VALID DRIVER'S LICENSE.

DEPARTMENT USE ONLY !!!

SEASONAL

PART-TIME

DEPARTMENT START DATE DATE OF BIRTH

TITLE HOURLY RATE EMPLOYEE #

WITHHOLDING WORKING PAPERS NEWHIRE INFO SENT

RETIREMENT NUMBER EEO I-9 FILED

ID EXPIRE DATE: _____ ID GIVEN TO EMPLOYEE: _____

DATE

NO ID NEEDED: T-SHIRT \$ _____ LINE ITEM _____

The Town Board has approved the following policy for hiring seasonal employees to be effective January 1, 1990:

1. Seasonal employees will be hired according to the following priority:
 - A. Town of Union Resident (includes Villages)
 - B. Previous seasonal employment with the Town
 - C. College Student
 - D. High School Student
2. There shall be no more than 2 seasonal employees hired from any family.
3. There shall be only one seasonal employee hired from each family where a family member is already employed full time or part-time by the Town.
4. In order to assure that the policy is carried out, all proposed seasonal employees will have to be approved by the Commissioner of Public Works before hiring.

**BROOME
COUNTY
GOVERNMENT
EMPLOYEES**

Application

for employment

Town of Union Parks Department
3111 E. Main Street
Endwell, New York 13760

Action Taken _____
Referred to _____
Date _____

_____ Full-Time Part-Time Temporary Summer
Title of Position Applying For

No persons shall be denied equal protection of the laws of this County, State, Nation or any subdivision thereof. No person shall, because of race, color, creed, religion, age, sex, national origin or sponsor, be subjected to any discrimination in his civil rights by any person, department or any institutional, agency or subdivision of Broome County. The NYS Human Rights Law prohibits discrimination because of age. Broome County Government does not discriminate on the basis of physical or mental disability and will make reasonable accommodations for individuals with disabilities during application, examination, interviewing and employment.

BROOME COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

A clear understanding of your background and work history will aid us in placing you in position that best meets your qualifications.

DIRECTIONS: Please print using black ink or type. Answer all questions, write "No" or "None" where applicable.

NAME _____ SOC. SEC. NUMBER _____
Last First Middle

LEGAL ADDRESS _____
Street City
County State Zip

MAILING ADDRESS _____
Street City State/Zip

PHONE NO.: HOME (____) _____ WORK (____) _____
(Please notify immediately of any changes.)

EDUCATION: Circle last grade completed - 6 7 8 9 10 11 12 13 14 15 16 17 18

Name and School Location	Graduated? Yes or No	Type of Degrees- Date received	No. of credits completed
High School last attended			
Colleges or Universities			
Other			

EMPLOYMENT EXPERIENCE

List all permanent employment since High School. List any summer, part-time, temporary employment which includes experience that tends to qualify you for the position sought. If additional space is required, use supplemental sheets. Start with your most recent or current position.

1.

Company Name _____

Type of Business _____

Address _____

Your Position Title _____

Supervisor's Name _____

and Title _____

Employed From (date) _____ To (date) _____

Salary - Starting _____ Final _____ Hours/Week _____

Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully) _____

2.

Company Name _____

Type of Business _____

Address _____

Your Position Title _____

Supervisor's Name _____

and Title _____

Employed From (date) _____ To (date) _____

Salary - Starting _____ Final _____ Hours/Week _____

Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully) _____

3.

Company Name _____

Type of Business _____

Address _____

Your Position Title _____

Supervisor's Name _____

and Title _____

Employed From (date) _____ To (date) _____

Salary - Starting _____ Final _____ Hours/Week _____

Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully) _____

4.

Company Name _____

Type of Business _____

Address _____

Your Position Title _____

Supervisor's Name _____

and Title _____

Employed From (date) _____ To (date) _____

Salary - Starting _____ Final _____ Hours/Week _____

Describe your duties and responsibilities in detail _____

Reason for leaving (Please explain fully) _____

PERSONAL DATA

Do you have the legal right to accept employment in the United States? Yes No
(Non-citizens may be required to produce 1-151 or 1-551 alien registration cards at time of appointment)

Have you ever been convicted of a misdemeanor or felony? Yes No
If yes please give particulars and disposition of each charge on a separate sheet and attach same.

If a motor vehicle license is required for the position for which you are applying, please indicate the license you presently possess:

Class A B C D E (circle one) Designate type of commercial license _____
Date of Expiration _____ / _____ / _____
month day year

If a license, certificate or other authorization to practice a trade or profession is a requirement for the position for which you are applying, please indicate the following:

Name of Trade or Profession _____
License Number _____ Date From _____ To _____
Licensing Agency _____ City/State _____

For reference purposes do you have any objections to our contacting present or past employers? Yes No
If yes, Comment _____

Did you qualify as an Exempt Volunteer Fireman as set forth by the criteria in section 200 of the General Municipal Law? Yes No

Did you serve in the armed forces of the United States? Yes No
Branch _____ Dates _____

Did you receive a discharge which was honorable or were you released under honorable circumstances? Yes No

What made you aware of this vacancy or Broome County employment opportunities?

Personal Reference TV Radio Newspaper
Bulletin Board In the Personal Office Other _____

DECLARATION I agree, if employed, to abide by all the rules and regulations relative to my position. I agree to undergo a physical examination and authorize the examining physician to render to the Department of Personnel the results of the examination. I declare that the statements made in this application(including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief, are true and correct. I understand that any omission, misrepresentation and/or falsification of information contained in this application may constitute grounds for my dismissal. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature _____ **Date** _____

The Immigration Reform and Control Act of 1986, requires that all individuals must provide acceptable documentation that proves identity and employment eligibility. A listing of acceptable documents can be obtained from the Department of Personnel. Failure to provide this documentation will affect your chances for employment with Broome County.

APPLICATIONS WILL BE HELD ON FILE FOR ONE YEAR FROM FILING DATE.

TOWN OF UNION PARKS & RECREATION DEPARTMENT
GENERAL RULES FOR SEASONAL EMPLOYEES

1. Prior employment with the Parks & Recreation Department does not guarantee an applicant a job. **You must reapply every year.** Employment decisions for past employees will be based on previous performance evaluations, scheduling needs and budget considerations.
2. The ending date you list on your application is important. The department determines personnel levels based on the length of time employees can work during the season. The department expects that you will **commit to the dates you have listed.** Employees who leave prior to the date listed may not be considered for future employment despite quality performance level.
3. **Seasonal employees MAY NOT take vacations.** We hire seasonal employees to work during our busy season – THE SUMMER. Our schedule, therefore, cannot accommodate seasonal employee vacations.
4. Work schedules will be developed by your supervisor. Applicants must understand that **weekend and evening work is often required** and that **your schedule may change** to accommodate staffing needs. Employees may be allowed to switch scheduled work days with another employee provided the switch is approved by their supervisor. Remember that YOU are still responsible for YOUR work schedule. The department understands that employees may have other jobs; however, job scheduling cannot be based on employees' other job commitments – only department needs. Schedules can be changed only with approval of your supervisor.
5. **Proper dress is required** for all seasonal employees. You will be required to purchase four (4) shirts at a cost of \$10.00. Parks and Recreation shirts **MUST** be worn at all times when on duty. Employees not in uniform will be sent home. The Town will not pay the employee the time taken to change clothing. Lost or stolen shirts must be replaced by the employee. Specific uniform requirements are listed below.

PARK DIRECTORS/PARK, POOL and BALLFIELD ATTENDANTS

Long pants must be worn at the appropriate times depending on job responsibilities. Shorts may be worn but must meet acceptable standards. Steel-toed safety boots must be worn at all times. The purchase of safety boots is the responsibility of the employee. West Endicott Park Directors are exempt from the shoe requirement.

CAROUSEL OPERATORS

Closed toed shoes must be worn. Capri pants and acceptable shorts may be worn. Flip flops are not allowed.

LIFEGUARDS

Suits provided by the Town **MUST BE WORN AT ALL TIMES – NO SUBSTITUTES.**

SEASONAL EMPLOYMENT APPLICATION

Are you currently enrolled in school? Yes No

Will you be attending school next fall? Yes No

If Yes, where? _____

Have you read the general rules for seasonal employees above? Yes No

If Yes, do you understand these rules? Yes No

If hired, do you agree to adhere to these rules? Yes No

NAME

DATE

SIGNATURE