



## TOWN OF EASTCHESTER RECREATION AND PARKS DEPARTMENT Employment Application

*This application must be completed and signed personally by the applicant. Each question must be answered in full. If answer is NO or NONE, indicate such. We are an Equal Opportunity Employer and consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class*

Name (First, Middle, Last)		E-Mail Address		
Address		Home Phone Number Cell Phone Number		
Position Desired <i>(Check all that apply)</i>				
Camp Galaxy (Jr Grades 1-3 and Sr Grades 4-6) <input type="checkbox"/> Counselor (18+) <input type="checkbox"/> Jr Counselor (16+) <input type="checkbox"/> Lifeguard <input type="checkbox"/> Specialist _____				
Camp Rainbow (Grades K-3) <input type="checkbox"/> Teacher (NYS Certified)   Counselor (18+) <input type="checkbox"/> Jr Counselor (16+)   Specialist _____				
Camp Quest (Grades 7-9) <input type="checkbox"/> Counselor (minimum completed 2 years of college)				
Are you currently employed?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your employer to obtain employment information?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with the Town of Eastchester before?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give dates   From ____/____/____   To ____/____/____				
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of your eligibility to work [Working Papers]?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
High School or Other				
College				
List certificates <i>(including CPR, WSI, First Aid)</i> and licenses <i>(including driver license)</i> that would support your qualifications for employment. List expiration dates next to each certificate and license.		List your hobbies and extracurricular activities as they relate to a recreation program. Include the areas that you are qualified to instruct or any activities you can do with children that are not sports oriented.		
If you are applying for a position which requires a Driver License, provide Driver License Number here:				
<b>References: Two of the three should be in writing and ALL must be by a non-relative over 21 years of age</b>				
Name/Occupation			Phone Number	
Address                      City                      State                      Zip			Years Known	
Name/Occupation			Phone Number	
Address                      City                      State                      Zip			Years Known	
Name/Occupation			Phone Number	
Address                      City                      State                      Zip			Years Known	

Present or Last Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			
Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			
Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			
Conviction Record Status			
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town of Eastchester.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.			
Date	County/State	Conviction/Explanation	

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local regulations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Town of Eastchester  
Summer Camp Reference Form**

The Town of Eastchester operates four summer day camps serving children ages 5 to 13, and we are dedicated to finding the highest quality staff to ensure each child a safe and fun time while in our programs. Staff must exhibit good decision making skills, contribute positive behaviors around children and staff, as well as demonstrating motivation and dependability. Thank you for helping make our camps a safe and fun place for children and their families.

Applicants Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Length of Time you have known applicant: \_\_\_\_\_

Please complete the following evaluation according to the scale listed below as it pertains to your knowledge of the applicant. Please use the number system listed below and add any comments that you feel would help us in our hiring process. Thank you.

- 5- Exceeds Expectations
- 4- Occasionally Exceeds Expectations
- 3- Meets Expectations
- 2- Occasionally Fails Expectations
- 1- Often Fails Expectations

Maturity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooperates with Peers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appearance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication Skills \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leadership Ability \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Punctuality \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiative \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enthusiasm \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Takes Direction Well \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. What do you feel would be the applicant's greatest assets to working with children in a camping program?

\_\_\_\_\_  
\_\_\_\_\_

2. What reservations, if any, would you have about the applicant's maturity or ability to successfully work with children and other staff in a demanding camp environment?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**FROM:**

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Stamp

**TO:** Town of Eastchester  
Recreation & Parks Department  
40 Mill Road  
Eastchester, NY 10709