

**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 (position titles and availability will be based on which camp program happens due to COVID-19 regulations): _____

Please note: COVID-19 modified camp position titles/job description may vary from traditional camp position titles/job descriptions. See modified camp job postings and position descriptions. You may list both traditional and modified position titles.

1. Education:

A. Have you graduated from high school? _____

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

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

Number _____ Date of Issue _____

B. 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:

C. **Qualifications:** Do you hold any certifications required for the position you are applying for in Aquatics or in Health & Safety courses (Lifeguard, WSI, EMT)? Or other certifications (NYS Teacher or Teaching Assistant) that enhanced your skills? If yes, please list certifications, organization issuing certification and expiration dates:

**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? _____

5. 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:

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

7. 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 8-10 in the space provided or on an attached separate piece of paper.

8. 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, open-minded, hard-working). Briefly explain **how each of these 3 traits** makes you a great candidate for the position(s) you are applying for:

9. 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 a person of authority (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?

10. Based on your experience, please answer one of the questions below:

- A. **Returning Employee:** 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? What professional goal do you want to accomplish if hired back this summer?
- B. **New applicant, Prior Camp Attendee:** Why do you want to work at the camp you attended? Thinking about your favorite counselors, what did they do that you liked? If hired, what professional goal do you want to achieve by working at the camp this summer?
- C. **New applicant, did not attend TOBY Camp:** If hired, what professional goal do you want to accomplish by working at a day camp? If you have attended a camp program or been a part of a team or organization (Little League, AYSO, Scouting) or worked in a team environment, what did the leader of your team do to make your experience enjoyable?

Employment History (if applicable, please include employment with the Town of Bethel)

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/Position
1. _____		
2. _____		
3. _____		

Availability

1. Staff orientation meetings and trainings are held beginning in mid-May to mid-June. Are there any conflicts during that time you may have?
2. Camp is scheduled to be held from Monday, July 5th to Friday, August 13th (Monday-Friday for 6 weeks). Are there any dates you will be unavailable (college orientation, planned vacation)?
3. If camp is extended an extra week (August 16 – August 20th), would you be interested in working that week?
4. If we are operating under the modified TOBY Camp plan due to COVID-19 guidelines and we are able to offer an afternoon camp, would you be available to work some afternoon hours? Or would you prefer to work the afternoons daily instead of the morning hours for the position you are applying for?

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 8, 2021

No applications will be accepted after this deadline.

Please note:

- Qualified applicants will be contacted by the end of April to set up an interview. The interview may be held in-person or on Zoom. 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 May. An e-mail notification may be sent to longtime employees who have reapplied. **IF YOU WILL NOT BE ACCEPTING THE POSITION, PLEASE NOTIFY US IMMEDIATELY.** *Leaving us as your "back-up" plan results in us being short staffed when camp begins.*
- 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. Attendance at trainings, meetings and orientations is compensated in the first paycheck.
- **After submitting your application, attending an interview or attending mandatory meetings and completing paperwork, if you accept another position or are no longer interested in a job with our program, please let us know ASAP at 845-583-5360 or bethelnyparksandrec@gmail.com.**
- Employees may be asked to volunteer their time for about 2 hours to help get the facilities ready for the summer season.