

# 2018 Summer Seasonal Employment Recreation Department Positions

Completed applications **MUST** be submitted by Friday, April 6th

Return completed application to:

Denville Recreation

1 St. Mary's Place Denville, NJ 07834

To the Perspective Employees 15 years of age and older:

Enclosed in this Job Applicant Packet you will find many of the answers to your questions about future part time employment with the Denville Recreation Department and more importantly the application itself.

Please read the instruction sheet as well as the application in full before completing the application.

1. Please have the applicant complete the application.
2. Please complete both sides, use a pen and write legibly. If we cannot read the application it will be returned to you.
3. Working Papers will not be accepted with applications. Working papers are a promise of employment and we can not guarantee that until after all interviews have been completed.
4. Applicants will be interviewed at the discretion of the Recreation Department Staff.
5. Being a returning staff member does not guarantee you that position in the following year.
6. Being a CIT (Counselor In Training) does not guarantee you a counselor's position.
7. If the applicant has a question about interviews, please call 973-625-8300 ext.238.
8. Attendance is very important. We will look to hire people who can work the entire length of the program. (Family vacations are not excusable.)
9. All applications for Summer Plus employment must be received by April 6th. This deadline is not negotiable. We need to schedule interviews and schedule training sessions for staff before June 1st. Interviews will be done on a first come basis and interviews may begin before April 6th.
10. If you are applying for a lifeguard position, please include all current certifications or a note telling us where your class is being held and when you will have completed the course.
11. We can not guarantee work schedules. With the exception of Summer Plus staff "all other employees" will be required to work weekends.
12. It is policy of the Denville Recreation Department to speak with the applicant only!
13. All interviewed applicants will be notified by phone or by mail no later than May 21st.

Thank You

Nick Panetta

Director

Denville Recreation



**Township of Denville  
Recreation Department  
1 St. Mary's Place, Denville, NJ 07834  
973-625-8300 ext. 238**



## Part-Time Seasonal Application

(Applicants must be 15 years of age or older to be eligible for employment)

Date of Application:     /     /

### Check All Positions That You Are Applying for:

- |  |   |
|--|---|
| <input type="checkbox"/> Day Camp Supervisor (18 Years of age or Older)  | <input type="checkbox"/> Lifeguard (16 Years of age or Older, with Lifeguard Certification)                 |
| <input type="checkbox"/> Day Camp Counselor (15 Years of age or Older)   | <input type="checkbox"/> Lifeguard/Swim Instructor (16 Years of age or Older, with Lifeguard Certification) |
| <input type="checkbox"/> Teen Camp Staff (18 Years of age or Older)      | <input type="checkbox"/> Swim Instructor (15 Years of age or Older)   |
| <input type="checkbox"/> Playground Attendant (15 Years of age or Older) | <input type="checkbox"/> Gate Keeper/Swim Instructor (15 Years of age or Older)                             |
| <input type="checkbox"/> Other:  | <input type="checkbox"/> Gate Keeper (15 Years of age or Older)   |
|  | <input type="checkbox"/> Cook's Pond Maintenance (15 Years of age or Older)                                 |

### Applicant Information (Please Print):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

If over 18, do you give consent for a background check?      Yes      No

### Education Information:

High School: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Graduated:    Yes    No

Other: \_\_\_\_\_

List any special certifications you may have (CPR, First Aid, or other special courses relating to position):



**Township of Denville  
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1 St. Mary's Place, Denville, NJ 07834  
973-625-8300 ext. 238



## Part-Time Seasonal Application

(Applicants must be 15 years of age or older to be eligible for employment)

Former Employers: List all jobs especially Recreation related work, camps, etc.

Dates Employed	Name & Address	Position	Salary	Reason for Leaving

References: Please give name of two people (non relatives) whom you have know for at least two years.

Name	Address & Phone	Years Known

Emergency Contact Information:

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

What dates are you available to work? \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause of dismissal. I also understand that my employment is for no definite period and may regardless of the date of payment of my wages or salary, be terminated at any time without previous notice. I have made no plans that will conflict with my employment and agree to complete the season if appointed.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Rating: \_\_\_\_\_

Comments:

Please complete this section if you wish to apply for staff positions at:

# Summer Plus Camp



To be a Summer Plus Camp Staff Member you **must**:

Be available during the entire camp season

Be available to work shifts 7:45AM to 5:30 PM Monday through Friday

Be available for all seven camp weeks

Attend mandatory orientation: May 12th in the Community Room of the Municipal Building starting at 8:00am

**Please answer the questions below on the space provided:**

What prompted you to apply for a summer camp position with Denville Recreation?

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What strength do you possess that would be an asset to our summer camp program?

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If you could have a camper leave with one thing to remember or have learned, what would it be?

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Please complete this section if you wish to apply for staff positions at:

## Cook's Pond, Denville Recreation

To be a Cook's Pond staff member you **must**:

- Be available to work weekends (including holiday weekends)
- Be available to work from Memorial Day to Labor Day (unless returning to college)
- Be available to work shifts varying in length from 10am to 8pm, Monday-Sunday
- Attend pre-season In-Service trainings May 19th and May 20th
- Take no more than 13 requested "vacation" days throughout the Summer



**Please answer the questions below on the space provided: (Type and attached is also appropriate)**

Tell me about a time (at work or school) when you acted as a leader for a group of people:

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Describe some key feature about an aquatics facility that ensures public safety:

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What contributions can you add to Cook's Pond?:

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