

TOWN OF ONONDAGA PARKS & RECREATION

4834 Velasko Road Syracuse, NY 13215

(315) 469-3464 - Fax: (315) 469-2816

www.townofonondagarecreation.com

MEMORANDUM

TO: Returning Summer Staff
FROM: Jack Davison, Recreation Supervisor
RE: 2018 Summer Employment
DATE: January 2, 2018

Please fill out this form if you are interested in working for the department this summer. This is NOT a guarantee of employment, but it is important to indicate your interest. You need not sign up for an interview unless you wish to speak with me. I may, however, call you to schedule an appointment if I feel it is necessary to obtain further information from you. If you are rehired, you will be notified between May 28th and June 1st. If you have any questions, feel free to call me at 315-469-3464.

NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

CHECK YOUR SITE OF CHOICE:

☐ WHEELER SCHOOL (Ages 5-8)

☐ KING PARK

☐ ONONDAGA HIGH SCHOOL (Ages 9-14)

☐ ONONDAGA HILL MIDDLE SCHOOL (PRE-K)

☐ SANTARO PARK

POSITIONS INTERESTED IN:

☐ PLAYGROUND/PRE-K SUPERVISOR

☐ PLAYGROUND AIDE / PRE-K

☐ PLAYGROUND LEADER

☐ CIT (15 & 16 yrs. old)

AREA OF INTEREST (LEADER POSITION):

☐ ARTS & CRAFTS

☐ SPORTS & GAMES

The Summer Playground program dates are July 2 - August 10 (not July 4), Monday through Friday. Staff training will be June 26 - 28. If you were to be hired, would you have any conflicts with these dates? If yes, state when and why.

Please write down any suggestions you may have to make our playgrounds run smoother. Fill out the employment application and all other paperwork.

Town of Onondaga Parks and Recreation Department

4834 Velasko Road Syracuse, NY 13215

(315) 469-3464 - Fax: (315) 469-2816

www.townofonondagarecreation.com

GENERAL EMPLOYMENT APPLICATION

Position Applying For: _____ Date: _____

Name: _____ Cell Phone: _____

Address: _____
House # Street City Zip

E-mail Address: _____

EDUCATION

Check one

High School: _____ Grade Completed: ☐ 9 ☐ 10 ☐ 11 ☐ 12

College: _____ Year Completed: ☐ Fr ☐ So ☐ Jr ☐ Sr

Major: _____ Degree: _____

CRIMINAL RECORD

None of the circumstances below represents an automatic bar to employment. Each case is evaluated on individual merits in relation to the position you are applying. Give specifics to any question answered "Yes" in the space provided.

Yes ☐ No ☐ Have you ever been dismissed from any employment due to disciplinary reasons?

Yes ☐ No ☐ Have you ever been convicted of a crime, other than a minor traffic or parking violation?

If YES, please explain: _____

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

I affirm 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, including a background check, and that material misstatement or fraud may disqualify me from appointment. I understand that a drug screening may be required prior to employment.

Applicant's Signature: _____ Date: _____

OVER →

WORK EXPERIENCE – Please indicate with check if employment was volunteer work.

Employer: _____ Dates Worked: _____

Employer Address: _____
Street City Zip

Supervisor's Name: _____

E-mail Address: _____ Phone: _____

Work Performed: _____ ☐ Volunteer

Reason for Leaving: _____

Employer: _____ Dates Worked: _____

Employer Address: _____
Street City Zip

Supervisor's Name: _____

E-mail Address: _____ Phone: _____

Work Performed: _____ ☐ Volunteer

Reason for Leaving: _____

REFERENCES

Give the names, addresses, and phone #s of three persons (not relatives) having knowledge of your character, experience, work habits, and abilities.

Name: _____ Relationship: _____

E-mail Address: _____ Phone: _____

Name: _____ Relationship: _____

E-mail Address: _____ Phone: _____

Name: _____ Relationship: _____

E-mail Address: _____ Phone: _____

Please list any clubs, hobbies, special interests, or volunteer experiences.
