

**Applicant MUST** complete this application

# APPLICATION FOR SEASONAL EMPLOYMENT

## TOWN OF BEDFORD RECREATION AND PARKS DEPARTMENT

425 Cherry Street  
Bedford Hills, NY 10507  
914-666-7004

**(PLEASE PRINT)**

LAST NAME		FIRST NAME		MIDDLE NAME	
ADDRESS NUMBER	STREET	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (S)			E-MAIL- ADDRESS		
HOME:	CELL:				

### **POSITION (S) APPLYING FOR:**

Refer to Positions on Employment Application Instruction Sheet- **Please make sure you meet the age requirement**

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Please tell us why you think you would be a good candidate for the position you are applying for.

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### **EDUCATION**

	Name and Address Of School	Course of Study	Dates of Attendance	Diploma/ Degree
High School		N/A		
Undergraduate College				
Graduate Professional				

**High School Grade completing by end of school year** 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

**College year completing by end of school year** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_

**Employment Experience** (Include volunteer and/or babysitting positions) Start with most recent job

1

Employer	Address		Phone Number
Job Title	Supervisor		Dates Employed
Work Performed	Reason For Leaving	Hourly Rate/Salary	May we contact your employer

2

Employer	Address		Phone Number
Job Title	Supervisor		Dates Employed
Work Performed	Reason For Leaving	Hourly Rate/Salary	May we contact your employer

3

Employer	Address		Phone Number
Job Title	Supervisor		Dates Employed
Work Performed	Reason For Leaving	Hourly Rate/Salary	May we contact your employer

If you need additional space, please continue on a separate sheet of paper.

**REFERENCES** (Adult references only - No relatives)

1.

\_\_\_\_\_

Name Relationship Phone #

\_\_\_\_\_

Address

2.

\_\_\_\_\_

Name Relationship Phone #

\_\_\_\_\_

Address

3.

\_\_\_\_\_

Name Relationship Phone #

\_\_\_\_\_

Address

Applicants Name \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Are you a United States citizen?  Yes  No

If no, do you have a Resident Alien Card?  Yes  No

On what date are you available to work? \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, explain \_\_\_\_\_

Driver's License number: \_\_\_\_\_

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

***Additional Information***

Describe any specialized training, experience, skills and /or interest that will give us a better overview of your experience.

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***Certifications***

Indicate any certifications that you currently possess. You must also attach a photocopy of each certificate.

<b>NAME OF CERTIFICATIONS</b>	<b>ORGANIZATIONS</b>	<b>EXPIRATION DATE</b>
<b>Aquatics Training</b> Please list all certifications below		
<b>First Aid and CPR Classes</b> Please list all certifications below		
<b>Other</b>		

***I CERTIFY THAT ALL THE INFORMATION CONTAINED HEREIN IS TRUE AND AUTHORIZE THE TOWN OF BEDFORD TO CHECK MY REFERENCES AND RUN A BACKGROUND CHECKS IF REQUIRED.***

\_\_\_\_\_  
***Applicant's Signature***

\_\_\_\_\_  
***Today's Date***

***If you are under the age of 18 your parent/guardian must sign. Their signature below indicates they have reviewed all information and the information contained in this application is accurate.***

\_\_\_\_\_  
***Parent/Guardian signature for applicant if under 18***

\_\_\_\_\_  
***Today's Date***

**For Department Use Only**

Date received application \_\_\_\_\_

Arrange an Interview     Yes     No     Forward to \_\_\_\_\_ Department

Date/Time of Interview \_\_\_\_\_

On Time for interview \_\_\_\_\_

Interviewed by \_\_\_\_\_

Position applying for \_\_\_\_\_                      Location of job \_\_\_\_\_

Remarks: \_\_\_\_\_

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

<p><b>RECOMMENDED FOR EMPLOYMENT</b>    ____ YES    ____ NO    ____ ALT</p> <p><b>Job Title</b> _____ <b>Date of Employment</b> _____</p> <p><b>Job Location</b> _____ <b>Hourly Rate/ Salary</b> _____</p>
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Supervisors Signature \_\_\_\_\_

Date \_\_\_\_\_



# Town of Bedford Recreation & Parks Department

Complete and Return to  
425 Cherry Street  
Bedford Hills, NY 10507  
Fax 914-666-3863  
E-mail recreation@bedfordny.gov

**To be completed by Applicant: (Please type or print)**

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby give permission for the person named below to provide a reference for employment to the Town of Bedford. – No Relatives

**To be completed by reference (Please type or print)**

The person whose name is listed above has applied for a job with The Town of Bedford. The applicant has listed you, as a person willing to give an evaluation. Please take a few minutes to review the candidate as well as any additional information you can give us. All information will be kept confidential.

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Would you let the applicant babysit for your own children? \_\_\_\_\_

Would you let the applicant house sit for you? \_\_\_\_\_

If you were in the position to do so, would you hire the applicant to work in your organization? \_\_\_\_\_

Name two Strengths the applicant possesses \_\_\_\_\_

Name two Weaknesses of the Applicant \_\_\_\_\_

**Please rate the applicant on the following criteria:**

	Excellent	Good	Satisfactory	Poor	Cannot Assess
Able to work as part of a team					
Ability to communicate effectively					
Energy level					
Responsibility					
Initiative					
Leadership					
Emotional stability					
Attitude					
Response to criticism/supervision					
Dependability					
Organizational Skills					

Would you recommend the applicant for a job with the Town of Bedford? \_\_\_\_\_

We often make follow-up phone calls to have a personal contact with references. Please let us know your phone number and what would generally be a good time to contact you. Thank you.

Your Name \_\_\_\_\_

Signature \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Time: \_\_\_\_\_

TOB Check Reference \_\_\_\_\_



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Signature \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Time: \_\_\_\_\_

**Town Of Bedford Recreation and Parks Department**  
**425 Cherry Street**  
**Bedford Hills, NY 10507**  
**914-666-7004**

**Employment Application Instructions**

1. Application must be completely filled out and signed **by applicant**.  
(If applicant is under 18 a parent or guardian must review and sign application)
2. Lifeguard applicants must provide a photocopy (front and back) of all certifications.
3. Each applicant should submit 2 reference letters or Reference Forms. Adults should only complete reference letters/forms. (No relatives). Please have references mailed directly to the Recreation Department.
4. Please use chart below to determine what position you are applying for.

**Position Applying For:**

**POOLS**

Director	Age 25 and up	must be certified in Lifeguard training/CPR/AED/First Aid
Assistant Director	Age 21 and up	must be certified in Lifeguard training/CPR/AED/First Aid
Head Lifeguard	Age 19 and up	must be certified in Lifeguard training/CPR/AED/First Aid
Lifeguards	Age 16 and up	must be certified in Lifeguard training/CPR/AED/First Aid
Swim Instructors	Age 18 and up	must be certified in Lifeguard training/CPR/AED/First Aid
Swim Team Coach	Age 18 and up	Completed 12 <sup>th</sup> grade - Coaching Experience Preferred
Dive Team Coach	Age 18 and up	Completed 12 <sup>th</sup> grade - Coaching Experience Preferred
Desk Attendants	Age 16 and up	

**Day Camps (8:45-3:15)/ Tiny Tots (8:45-12:15)**

Director	Age 25 and up	Certified in RTE/CPR for Professional Rescuer
Assistant Directors	Age 21 and up	Certified in RTE/CPR for Professional Rescuer
Specialists		
Arts and Crafts	Age 20 and up	Certified in RTE/CPR for Professional Rescuer
Athletics	Age 20 and up	Certified in RTE/CPR for Professional Rescuer
Music (TT)	Age 20 and up	Certified in RTE/CPR for Professional Rescuer
Tennis Instructor	Age 20 and up	Certified in RTE/CPR for Professional Rescuer
Senior Counselor	Age 18 and up	OR Completed 12 <sup>th</sup> grade with experience
Junior Counselor	Age 16 and up	
CIT	Age 15 and up	

Counselor in Training - (CIT is an unpaid position) **NO AVAILABILITY in 2021**

**Park/Pool Maintenance**

Groundskeeper/Maintenance	Age 18 and up	Completed 12 <sup>th</sup> grade with related experience
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**General Programs**

Program Instructor	Age 21 and up	Completed 12 <sup>th</sup> grade with related work experience
Program Leader	Age 18 and up	Completed 12 <sup>th</sup> grade with related work experience
Program Assistant	Age 16 and up	Completed 10 <sup>th</sup> grade with related work experience

**Other** \_\_\_\_\_