

Town of DeWitt Recreation
5400 Butternut Drive, East Syracuse, NY 13057
www.townofdewitt.com
(315) 446-9250 x 9

RETURNING DAY CAMP EMPLOYMENT APPLICANTS APPLICATION INSTRUCTIONS

- 1) Complete the *Day Camp Employment Application* form.
- 2) Returning Day Camp candidates must complete the *Questionnaire for Returning Day Camp Staff*.
- 3) Call the Recreation Office at 446-9250 x 9 to schedule an interview.
 - a. The Recreation Office will not contact applicants to set up interview. Applicant is expected to contact the Recreation Office to schedule his/her interview.
- 4) Bring completed application and questionnaire to your interview.
- 5) Questions....call the Recreation Office at 446-9250 x 9.

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DAY CAMP EMPLOYMENT APPLICATION

*New York State Sanitary Code SUBPART 7-2 sets minimum age requirements for individuals working with youth as follows:

- 7-2.5 (b) Counselors shall be at least 18 years of age...counselors may be 16 or 17 years if they have past experience or receive training...
- (e) Waterfront supervisors shall be 21 years of age...
- (g) A lifeguard shall be at least 17 years of age...
- (h) A trip leader shall be 18 years of age...

*** Due to the above requirements, persons applying for these positions are required to list their date of birth and to show proper proof of age.**

Name _____ Cell Phone _____

Address _____
Street City Zip

* Date of Birth ____/____/____ Social Security Number ____-____-____

E-mail Address _____

EDUCATION **(pick one)**

High School _____ Grade Completed 9 10 11 12

College _____ Year Completed Fr. So. Jr. Sr.

Major _____ Degree _____

T-shirt Size (pick one) S M L XL 2X 3X

CRIMINAL RECORD

Yes No Were you ever dismissed or resigned in lieu of dismissal from any employment due to disciplinary reasons?

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

If YES, please explain _____

EXPERIENCE

Employer _____ **Dates Worked** _____

Employer Address _____ / _____
Street City Zip / E-mail Address

Supervisor's Name _____ **Phone** _____

Work Performed _____

Reason for Leaving _____

Employer _____ **Dates Worked** _____

Employer Address _____ / _____
Street City Zip / E-mail Address

Supervisor's Name _____ **Phone** _____

Work Performed _____

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 _____ **Phone** _____

E-mail Address _____

Name _____ **Phone** _____

E-mail Address _____

Name _____ **Phone** _____

E-mail Address _____

List any clubs, hobbies, special interests, or volunteer experiences _____

Background Investigation

I understand that all applicants are required to undergo a background check and a search of the NYS Division of Criminal Justices Sex Offender Registry as required by the NYS Child Safety Act to determine suitability for appointment. I *authorize* the Town of DeWitt to conduct a criminal history record check from all available sources. Failure to meet the standards for the background investigation could result in disqualification.

Applicant's Signature _____ **Date** _____

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Questionnaire for Returning Day Camp Staff

PLEASE NOTE Summer Day Camp dates are July 5 – August 12. Staff training begins the week of June 27th. You must be available to work all six (6) weeks of camp and the week of staff training. Excused absences are only allowed in the event of college orientation (not college tours), illness, or family emergency.

Take your time filling out this form if you are interested in working at Day Camp again this summer. This is **NOT** a guarantee of employment. Even though you have worked for us in the past, you will still need to sit for a brief interview. If you are re-hired, you will be notified as soon as possible.

NAME _____

2015 CAMP SITE _____ **2015 CAMP GROUP** _____

2015 JOB TITLE _____

What position(s) within our Day Camp structure are you applying for?

- | | | |
|--|--|--|
| <input type="checkbox"/> Site Supervisor | <input type="checkbox"/> Field Trip Leader | <input type="checkbox"/> Group Leader (K-3) |
| <input type="checkbox"/> Asst. Site Supervisor | <input type="checkbox"/> Activity Leader | <input type="checkbox"/> Activity Aide (4-8) |

At which Day Camp site would you like to work? All camps are physically located at J-D Middle School.

- | | |
|------------------------------|------------------------------|
| <input type="checkbox"/> K-1 | <input type="checkbox"/> 4-8 |
| <input type="checkbox"/> 2-3 | |

Using 1, 2 and 3 select your three (3) areas of interest for the K-3 Camps, 1 being your top interest:

- | | | |
|-------------------------|---------------------|------------------|
| _____Arts/Crafts | _____Games | _____Field Trips |
| _____Sports | _____Nature | |
| _____Musical Arts/Drama | _____Team Challenge | |

Using 1, 2 and 3 select your three (3) areas of interest for the 4-8 Camps, 1 being your top interest:

- | | | |
|-----------------|-------------------------|------------------|
| _____Tennis | _____Active Games | _____Field Trips |
| _____Soccer | _____Crafts | |
| _____Basketball | _____Musical Arts/Drama | |

Are you interested in working at Camp Extended Hours (CEH)? Yes No

If yes, which session? Morning Afternoon