

2010 New Baltimore Recreation Summer Employment Staff Openings

Playground Assistant: Pay Rate: \$8.25-\$9.00 **Days/Hours:** Monday–Friday 8:30am-3:00pm
Requirements: 18 and older, first aid, AED, CPR for Child and Adult certified before the first day of camp.
Job Summary: The playground program is designed for boys and girls ages 6-12 years old. Your staff will provide a variety of activities throughout the day. Attendance at the site averages 50 - 100! The College Playground Assistant will work on site and it will be indoors and outdoors. Location at Walter and Mary Burke Park.

Lifeguard: Pay Rate: \$8.50-10.25 (W.S.I.) **Days/Hours:** Flexible/Days and Weekends
Requirements: American Red Cross Lifeguard Training and C.P.R. for the Professional Rescuer. 18 and up
Job Summary: Lifeguards will be expected to provide and maintain a safe environment in and around the beach area at all times. Lifeguards will guard during open swims and enforce rules.

NOTE: If you are not currently certified to be a lifeguard and you get your certification and you are hired, we will reimburse you the cost of the class at the end of the summer.

All applicants can obtain an application form at City Hall 36535 Green Street or online at cityofnewbaltimore.org/recreation.asp For more information please contact the New Baltimore Recreation Department at 586-725-0291

NEW BALTIMORE APPLICATION FOR EMPLOYMENT

Appendix C

INSTRUCTIONS: Type or print in ink. Complete all questions in detail. Attach additional pages. If necessary, and documents requested, Separate applications are required for each classification or position in which you are interested. Applicants are considered for all positions without regard to race, color, creed, age, religion, national origin, gender, marital status, handicap, political affiliation, beliefs, sexual orientation, or other protected class. Any job offer is conditioned on the results of a medical examination, drug screening, and background investigation. If you need special equipment or accommodations to participate in the selection process, or to perform the essential duties of the position (as listed in the job posting/job description), please inform us when you return your application.

POSITION OR CLASSIFICATION APPLIED FOR: _____

IDENTIFICATION

NAME: _____ SOCIAL SECURITY NO. _____
(LAST) (FIRST) (MIDDLE)

ADDRESS: _____
(NUMBER) (STREET) (P.O. BOX) (APT. #)

(CITY) (STATE) (ZIP CODE)

PHONE: (Home): _____ (Alternate) _____ Best Time to Call: _____

If you are applying for a position which involves driving a motor vehicle, Identify:

DRIVER'S LICENSE NO: _____ Type: _____ Exp. Date: _____ Issuing State: _____

Describe all traffic-related offenses that are currently on your driving record:

GENERAL INFORMATION

EMPLOYMENT DESIRED: Full-Time Part-Time Temporary Seasonal Date Available: _____

Do you have any relative (by blood, marriage, or adoption) who is currently or former employee of the City? Yes No

If "Yes", name of employee: _____ Relationship: _____

Are you under the age of 18? Yes No If "Yes" what is your age? _____

Are you a U.S. Citizen? Yes No Are you a Permanent Resident Alien? Yes No

If a Permanent Resident Alien, what is your Registration Number? _____

Review the Description of Work section of the Announcement for the position/classification for which you are applying. Can you perform the duties of the job in which you wish to be employed with or without accommodation? Yes No

If accommodation is requested, how would you perform the tasks and with what accommodation? _____

Have you ever been convicted of any crime, either misdemeanor or felony? Yes No

If "Yes" describe when, where, and what nature of the offense and its disposition: _____

Are there any felony charges pending against you? Yes No If "Yes," describe in full detail: _____

NOTE: Conviction or felony charges do not automatically mean you cannot be appointed. What you were Convicted of and how long ago are important. Give us all the facts so that an informed decision can be made.

INSTITUTION	NAME AND LOCATION	DATES ATTENDED		If You Graduated, Type of Degree	Grade Point Average	Major	Minor	If no degree, Credit Hours Earned
		FROM:	TO:					
HIGH SCHOOL								
COLLEGE								
POST-GRADUATE								
BUSINESS, TRADE, VOCATIONAL, OR MILITARY EDUCATION OR OTHER TRAINING								

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our City. Include professional licenses or certifications you hold.

EMPLOYMENT HISTORY

Directions: Carefully review the qualifications on the job announcement. If work experience or specific skills are listed as qualifications, you must describe how you meet the qualifications by listing your work experience, skills, etc. in this section of the application. BE COMPLETE AND SPECIFIC. RESUMES MAY BE ATTACHED BUT SHALL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION. Begin with your present or last position. List promotions or changes from part-time to full-time work hours with the same employer separately. Include work in the U.S. Armed Forces and attach a copy of your discharge certificate. Attach extra pages if necessary to provide a complete work history. Describe how you qualify for the position you are seeking.

Employer	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities
		From:	To:	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact you Reference Yes <input type="checkbox"/> No <input type="checkbox"/>		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities
		From:	To:	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact you Reference Yes <input type="checkbox"/> No <input type="checkbox"/>		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the Work performed and job responsibilities
		From:	To:	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact you Reference Yes <input type="checkbox"/> No <input type="checkbox"/>		\$	Per	

List any other qualifications that we may need to know about you: _____
