Town of DeWitt Recreation Department
5400 Butternut Drive, East Syracuse, NY 13057
www.townofdewitt.com
(315) 446-3910 x 9

DAY CAMP EMPLOYMENT APPLICANTS

APPLICATION INSTRUCTIONS

1) Complete the *Day Camp Employment Application* form.

2) Hand in completed application and questionnaire, to the Recreation Office by **4/1/23**.

3) We will also require a copy of your immunizations certificate, from your doctor's office, as required by the Onondaga County Health Department.

4) Questions: Call the Recreation Office at (315) 446-3910 x 9 or email recreation@townofdewitt.com.

5) Recreation Office will contact you upon receiving the application to set up an interview.

NOTE: Applicants **must** be available to work all six weeks of Day Camp (7/3 – 8/11) and a special event on (8/12) to be considered for employment. Applicants must also be available for staff training week (6/26 – 6/28).

Excused absences are only allowed in the event of college orientation (not college tours), illness, or family emergency. Unavailable applicants will not be considered for employment.

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*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_____***Date of Birth**_____/_____/_____

SSN: __ __ __ - __ __ - __ __ __ __

Address_____
Street City Zip

Cell Phone_____**E-mail**_____

EDUCATION

(Pick one)

High School_____**Grade** 9 10 11 12

Completed Fr. So. Jr. Sr.

College_____**Year Completed**

Major_____**Degree**_____

Graduate School_____**Program**_____

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

Disciplinary History and 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?

☐ Yes ☐ No Have you ever been convicted of a crime involving abuse or molestation?
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_____

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Background Investigation

I understand that all applicants are required to undergo a state and federal background check, including 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**_____