

PRINCETON RECREATION DEPARTMENT

380 Witherspoon Street - Princeton, NJ 08540 – p: 609-921-9480 – f: 609-688-2040

www.princetonrecreation.com

Date: _____

Seasonal Employment Application

Please Print

Name (Last, First): _____

Address: _____

City, State & Zip: _____ Date of Birth: _____

Phone (Cell): () _____ Email: _____

Full Job Descriptions on princetonrecreation.com

Please check position(s) applied for:

- Teen Travel Camp Counselor
- Day Camp Counselor
- Day Camp Supervisor
- Seasonal Maintenance
- Other _____

Expectations and Requirements for all Positions:

- Be courteous in dealing with the general public and staff members
- Some positions may require working weekends, holidays and irregular hours
- Certain positions require applicant be a minimum of 18 years of age
- If under 18 years of age, working papers are required prior to start date

Have you been previously employed by the Princeton Recreation Department: ___ Yes ___ No

If yes, give date _____

If hired, please list the date you can begin working: _____

Do you possess a valid driver's license: ___ Yes ___ No

Are you legally eligible to work in the United States of America: ___ Yes ___ No

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

NJ Residency required by State Statute R.S.52:14-7

Princeton Recreation Department is an Equal Opportunity Employer M/F/V/D

Education:

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

EMPLOYMENT HISTORY/VOLUNTEER EXPERIENCE

From Month/Yr	To Month/Yr	Name and Location of Organization	Position Title	Final Pay Rate	Supervisor/Phone	May We Contact for a Reference?	Reason for Leaving

Please list any upcoming dates/times of day when you are not able to work: _____

Please list all current certifications: _____

References:

Name & Organization:	Position/Title:	Phone Number:

Understandings and Agreements:

As an applicant for a position with the Princeton Recreation Department, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application could be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if PRD later discovers that information on this form was incomplete, untrue, or inaccurate. I give PRD the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give PRD the right to secure additional job-related information about me. I release PRD and its representatives from all liability for seeking such information. I understand that PRD is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that PRD will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that PRD may terminate me at any time in accordance with its established policies and procedures. No representatives of PRD may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant's Signature _____ Date _____

For Day Camp Applicants Only:

Are you available to work the following weeks M-F? If yes, what times are you available during that week?

	Select Yes or No		Select all times that apply. All 3 times may be selected		
June 19-June 23	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
June 26-June 30	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
July 3-July 7 (no camp July 4)	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
July 10-July 14	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
July 17-July 21	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
July 24-July 28	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
July 31-August 4	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm
August 7-August 11	Yes	No	7:30am-9:00am	8:45am-3pm	2:45pm-5:30pm

For Teen Travel Applicants Only:

Are you available to work the following weeks from 8:30am-4pm, M-F? May require additional hours.

	Select Yes or No	
June 19-June 23	Yes	No
June 26-June 30	Yes	No
July 3-July 7 (no camp July 4)	Yes	No
July 10-July 14	Yes	No
July 17-July 21	Yes	No
July 24-July 28	Yes	No
July 31-August 4	Yes	No
August 7-August 11	Yes	No
August 14-August 18	Yes	No