



Application for Summer/Seasonal Employment

Section 1: Applicant Contact Information

Applicant Name: _____

Mailing Address: _____

State: _____ Zip: _____ Email: _____

Cell Phone: _____ Home Phone: _____

Social Security Number: _____

Section 2: Applicant's School Information

Name of School: _____

Check one: High School Undergraduate Graduate Student

Expected Year of Graduation: _____ Major: _____

(College/University students only)

Section 3: Availability and Position Information

Camp Positions

All camp staff will be required to work the full six weeks. Vacation days will not be granted. Excused absences may be granted, such as: College Orientation and/or doctor's appointment. Proper paperwork is required for these requests with approval from Camp Director.

I understand and will be available for the full six weeks of the program.

Snack Bar

Weekend availability is required. Are you available to work on weekends? Yes No

Lifeguards

All lifeguards must be available to work every weekend during the pool season. Adherence to the attendance policy in the Lifeguard Handbook is required. I understand.

All Positions

Please list any conflicts: _____

INTERNAL USE ONLY Date Received: _____ Interview? __Y __N Interview Date: _____
Interviewer Name: _____ Recommend for Employment? __Y __N

Positions of interest: *Please enter numbers in order of preference for all your positions of interest..*

_____ Camp Counselor

_____ Camp Maintenance Worker

_____ Counselor in Training

_____ Pool Lifeguard (must already be certified)

(volunteer position for rising 9th graders)

_____ Snack Bar Attendant

_____ Lead Counselor

_____ Other: _____

Please answer the following questions:

1. Why are you interested in a summer job with the Township of Livingston?
2. What experience do you have that may be beneficial to the Township's camps/pools?
3. What do you want to learn from your experience with the Township?

Section 4: Employment Certificate Requirement

All minors **under the age of 18** who work in New Jersey must have an employment certificate, also called "working papers." We will provide the form to employees under 18 who are offered a position and accept, along with other new hire documents. Please note that returning employees under 18 will need to complete working papers each year (even if they were completed previously).

Your response below is for compliance requirements only and will not affect our hiring decisions.

If hired, I will be required to submit working papers based on the age requirements.

Section 5: Applicant's Volunteer and Employment History

Note: Can include leadership/volunteer experience in extracurricular activities.

Name of Organization or Employer: _____

Address: _____ Phone: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Name of Organization or Employer: _____

Address: _____ Phone: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Name of Organization or Employer: _____

Address: _____ Phone: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Section 6: Where did you hear about summer/seasonal employment in Livingston?

- | | |
|------------------|------------------------------------|
| School | Online job board (e.g. Indeed.com) |
| Township website | Referral – Name: _____ |
| SYLS web page | Other: _____ |

Section 7: Agreement

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize Township of Livingston to make such inquiries into my background as may be necessary for seasonal placement. In connection with my activities as a seasonal employee or volunteer, I agree to hold confidential all information to which I may have access. Disclosure of such information to unauthorized persons is prohibited and may result in my dismissal from the program and may have additional legal consequences.

Counselors in Training Only: I am aware that Township of Livingston does not provide insurance coverage for volunteers if personally injured or if damage occurs to personal property while acting as a volunteer. I further understand that I will not receive pay for volunteering and I am not entitled to worker's compensation benefits, health insurance benefits, or any other benefits available to employees of Township of Livingston. I agree that I will not hold Township of Livingston, its officers or employees thereof liable for any injury sustained to person or property during the volunteer duties.

Signature of Applicant

Date

Signature of Parent/Legal Guardian (if under age 18)

Date