



2011 SUMMER EMPLOYMENT OPPORTUNITIES

APPLICATION PROCESS & REQUIREMENTS

Thank you for expressing interest in working for Whitemarsh Township, Department of Parks & Recreation. All applicants are required to go through our interview process which will be on 3/1, 3/2 and 3/3 at 3:00 P.M. Applicants will be interviewed in the order in which they arrive. Upon hiring, all applicants will be required to undergo a drug test, criminal background check and a child abuse clearance check. All applicants over the age of 18 must also undergo an F.B.I. background check. Applicants must successfully pass all checks in order to be hired. Applicants must also be certified in C.P.R. and First Aid. Applicants who are not already certified will have the opportunity to attend C.P.R. and First Aid training offered through the Township at no cost. All applicants must be at least 15 years of age as of the date of the application. **All applications are due back in the Parks & Recreation Department by Friday, February 18th by 5:00 P.M. to be considered for Summer 2011 Employment.** If you have any questions regarding the application process please contact Program Coordinator Jon Walker at 610.828.7276 x.2402

CAMP COUNSELOR	AGE REQUIREMENT:	15 OR OLDER	Applicants should have some experience working at a camp. Applicants must also have experience working with children and should be dependable and enthusiastic and have good customer service skills. Cedar Grove camp runs from 8:30 A.M.—4:30 P.M. Miles Park camp runs 8:30-4:15. Miles Park Camp has three different shifts. Teen Camp runs 8:30-4:15 also but does not meet on Fridays. NEW HIRE ORIENTATION— March 25 @ 6:30 P.M. CAMP ORIENTATION— June 5 @ 9:00 A.M.
	DATES:	6/13/10 through 8/12/10	
	DAYS:	MONDAY THROUGH FRIDAY	
	TIMES:	8:30 A.M. – 4:30 P.M. / 6:30 A.M.—1:30 P.M. / 12:30 P.M —6:00 P.M.	
	ORIENTATION:	PLEASE SEE DESCRIPTION TO THE RIGHT ----->	
	WAGES:	STARTS AT \$7.15 AN HOUR; SALARY ADJUSTS ACCORDING TO EXPERIENCE.	

CONCESSION STAFF	AGE REQUIREMENT:	15 OR OLDER	It is preferred that applicants have some experience in Food Service and must have a good sense of Customer Service. Applicants should be dependable and enthusiastic. Weekend and weeknight work is required. The concession stand opens with limited hours in March. The stand will be in full operation from June through August. NEW HIRE ORIENTATION— March 25 @ 6:30 P.M. CONCESSION TRAINING— TBD
	DATES:	MARCH THROUGH AUGUST.	
	DAYS:	MONDAY—FRIDAY , SOME SATURDAYS & SUNDAYS	
	TIMES:	Hours Vary; Stand is open from March to August.	
	ORIENTATION:	PLEASE SEE DESCRIPTION TO THE RIGHT ----->	
	WAGES:	STARTS AT \$7.15 AN HOUR ; SALARY ADJUSTS ACCORDING TO EXPERIENCE.	

SUPPORT STAFF	AGE REQUIREMENT:	15 OR OLDER	Applicants should have some work experience. Applicants must have a good sense of Customer Service. Applicants must be versatile and be able to work in a camp setting or a concession stand setting. Applicants should be dependable and enthusiastic. Weekend and night work is required about every three weeks. Applicants needs to be willing to come to work at the last minute and fill in where needed. Support Staff are also given work at the Movies and Concerts in the Park. NEW HIRE ORIENTATION— March 25 @ 6:30 P.M. CAMP ORIENTATION— June 5 @ 9:00 A.M. CONCESSION TRAINING—TBD
	DATES:	MARCH THROUGH AUGUST	
	DAYS:	MONDAY – SUNDAY	
	TIMES:	VARIES	
	ORIENTATION:	PLEASE SEE DESCRIPTION TO THE RIGHT ----->	
	WAGES:	STARTS AT \$7.15 AN HOUR ; SALARY ADJUSTS ACCORDING TO EXPERIENCE.	

VOLUNTEER/C.I.T.	AGE REQUIREMENT:	12 OR OLDER	Applicants should have some experience working with children. Applicants must have a good sense of Customer Service. Applicant must be versatile and be able to work in a camp setting. Applicants should be dependable and enthusiastic. This is a good position for applicants wishing to apply for a paid position for the summer 2012. Volunteers/C.I.T.'s gain skills and knowledge needed to be a successful camp counselor. NEW HIRE ORIENTATION— March 25 @ 6:30 P.M. CAMP ORIENTATION— June 5 @ 9:00 A.M.
	DATES:	6/13/10 through 8/12/10	
	DAYS:	MONDAY THROUGH FRIDAY	
	TIMES:	8:30 A.M. – 4:30 P.M. / 6:30 A.M.—1:30 P.M. / 12:30 P.M —6:00 P.M.	
	ORIENTATION:	PLEASE SEE DESCRIPTION TO THE RIGHT ----->	
	WAGES:	THIS IS AN UNPAID POSITION	



Whitemarsh TOWNSHIP

616 GERMANTOWN PIKE - LAFAYETTE HILL, PA 19444-1821
 TEL: 610-825-3535 FAX: 610-825-9416
 www.whitemarshwp.org

PARKS & RECREATION APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

POSITION APPLIED FOR:	DATE OF APPLICATION

HOW DID YOU LEARN ABOUT US?

_____ Ad in the Paper	_____ Friend	_____ Walk In
_____ Web Site	_____ Relative	_____ Other

LAST NAME	FIRST NAME	MIDDLE NAME	
ADDRESS	CITY	STATE	ZIP
CELL NUMBER	HOME NUMBER	SOCIAL SECURITY NUMBER	

ARE YOU SEEKING TO WORK?	FULL TIME	PART TIME	SEASONAL

WHAT POSITION ARE YOU APPLYING FOR?

SPRING	SUMMER	FALL / WINTER
_____ Swimming Instructor	_____ Camp Counselor	_____ Swimming Instructor
_____ Lifeguard	_____ Camp Supervisor	_____ Lifeguard
_____ Pre-School Sports Coach	_____ Concession Stand Staff	_____ Pre-School Sports Coach
_____ Friday Night Staff	_____ Concession Stand Supervisor	_____ Friday Night Staff
_____ Youth Program Staff	_____ Park Ranger	_____ Youth Program Staff
_____ Park Ranger	_____ Volunteer	_____ Park Ranger
_____ Volunteer		_____ Volunteer

PLEASE STATE ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL IN CONSIDERING YOU.

SPECIALIZED SKILLS

- | | |
|----------------------------|-------------------------|
| _____ P.C. | _____ PHONE |
| _____ MICROSOFT PUBLISHER | _____ CALCULATOR |
| _____ MICROSOFT WORD | _____ LAMINATOR MACHINE |
| _____ MICROSOFT EXCEL | _____ COPY MACHINE |
| _____ MICROSOFT POWERPOINT | _____ FAX MACHINE |

HAVE YOU EVER WORKED WITH CHILDREN BEFORE?

PLEASE CIRCLE ONE: YES NO

IF YES, IN WHAT FACET?

WHY DO YOU WANT A JOB IN PARKS & RECREATION

PLEASE PROVIDE THREE REFERENCES

	NAME	PHONE NUMBER	ADDRESS
1			
2			
3			

EMPLOYMENT HISTORY

EMPLOYER 1	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

EMPLOYER 2	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

EMPLOYER 3	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE	HOURLY RATE /SALARY		
	STARTING	FINAL	
SUPERVISOR	PHONE NUMBER		
REASON FOR LEAVING			

PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO
If you are under 15 years of age, can you provide required proof of your eligibility to work?		
If you are under 18 years of age, can you provide required proof of your eligibility to work?		
Have you ever filled out an application with us before? (If yes when?) _____		
Have you ever been employed with us before? (If yes when?) _____		
Are you currently employed?		
May we contact your current employer?		
Are you currently on layoff status or subject to recall?		

PLEASE LIST ANY DATES THAT YOU WILL BE UNAVAILABLE IN THE NEXT 6 MONTHS

PLEASE INDICATE CURRENT CERTIFICATIONS

_____ C.P.R.	CARD EXPIRES _____
_____ A.E.D.	CARD EXPIRES _____
_____ FIRST AID	CARD EXPIRES _____
_____ LIFEGUARD TRAINING	CARD EXPIRES _____
_____ OTHER _____	CARD EXPIRES _____

PLEASE PROVIDE YOUR EMAIL ADDRESS

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

PLEASE INDICATE SIZES

ALL APPLICANTS			
T-SHIRT SIZE			
_____ ADULT SMALL	_____ ADULT X-LARGE		
_____ ADULT MEDIUM	_____ ADULT 2X-LARGE		
_____ ADULT LARGE	_____ ADULT 3X-LARGE		

AQUATICS STAFF ONLY			
BATHING SUIT SIZE			
MALES		FEMALES	
_____ ADULT SMALL	_____ 28	_____ 36	
_____ ADULT MEDIUM	_____ 30	_____ 38	
_____ ADULT LARGE	_____ 32	_____ 40	
_____ ADULT X-LARGE	_____ 34	_____ 42	

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed forty-five (45) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employers may discharge Employment at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by the conduct unless such change is specifically acknowledged, in writing by an authorized executive of this organization.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

ARRANGE INTERVIEW? _____ YES _____ NO

INTERVIEW SCHEDULED FOR: _____

INTERVIEW STATUS

SECOND ROUND	NOT HIRING	HIRING	POSSIBLE

DATE OF HIRE: _____

JOB TITLE: _____

HOURLY RATE: _____ DEPARTMENT: _____

REMARKS:

