

TODAY'S DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# TOWN OF ISLIP

OFFICE OF THE SUPERVISOR  
Department of Personnel and Labor Relations

TOWN HALL • 655 Main Street • Islip NY, 11751  
Phone (631) 224-5520 • Fax (631) 224-5771

## SUMMER EMPLOYMENT APPLICATION

Before answering the following questions, please be advised that the Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, and marital status or arrest records. Please print all answers below.

**CIRCLE POSITION(S) YOU ARE APPLYING FOR (for job descriptions and qualifications, see pages 8-11):**

Recreation Supervisor	Code Enforcement Officer	Clerk/Cashier
Assistant Recreation Supervisor	Park Attendant	Beach Manager
Recreation Specialist- Sports	Marina Guard	Laborer
Recreation Specialist - Arts & Crafts	Filter Room Operator	Lifeguard
Recreation Aide	Water Safety Instructor	Dock Attendant

Were you previously employed by us?  Yes  No  
If yes, when \_\_\_\_\_  
and what position? \_\_\_\_\_

Date available for work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Do you have transportation?  Yes  No

### PERSONAL INFORMATION

Mr. / Mrs. / Miss / Ms. ← (Circle One)  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security #: \_\_\_\_\_

Are you **UNDER** 21 years of age?  Yes  No If **YES**, date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever been convicted of any crime directly related to the position you are applying for?  Yes  
 No

Are you a resident of the Town of Islip?  Yes  No

**EDUCATION INFORMATION**

	Name of School	Course/ Major	Circle Last Year Completed	Did you Graduate?	Degree
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Other			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT INFORMATION**

Most recent position first. You may attach resume if available.

		Length of Employment	Position Held	Describe duties	Last Salary	Reason for Leaving
Company Name						
Employer Name						
Address						
Company Name						
Employer Name						
Address						
Company Name						
Employer Name						
Address						

May we contact the employers?  Yes  No

**TWO REFERENCES (Not Relatives)**

Name	Address	Telephone #
		( ) -
		( ) -

Do you have any relatives that work for the Town of Islip?  Yes  No

If yes, give their name and which department they worked in:

Relatives Name: \_\_\_\_\_ Department: \_\_\_\_\_

Relatives Name: \_\_\_\_\_ Department: \_\_\_\_\_

Relatives Name: \_\_\_\_\_ Department: \_\_\_\_\_

\*\*\*\*\*The facts set forth in this application are true and complete. I understand that any false statement is cause for immediate dismissal. I also understand that a pre-employment examination relative to minimum physical standards for employment may be necessary.

\_\_\_\_\_  
(Signature)

**ONLY IF YOU ARE APPLYING FOR**  
**LIFEGUARD OR**  
**WATER SAFETY INSTRUCTOR**

In order to give us an up-to-date idea of your qualifications, please check and describe the following areas that you have supervised or instructed. In your description please indicate years of experience, honors, awards or any pertinent information that would help describe your abilities.

**PLEASE ATTACH A COPY OF YOUR CURRENT CERTIFICATION!!!**

**Lifeguarding Experience:**

Ocean                       Stillwater                      Years of Experience \_\_\_\_\_

Number of years of experience as a Swim Instructor \_\_\_\_\_

**American Red Cross Certifications:**

Swim Instructor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____
Lifeguarding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____
Waterfront Lifeguarding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____
C.P.R.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____
First Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____
A.E.D.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: ____/____/____

**Teaching Experience:** How many years? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competitive Swimming:** How many years? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coaching Experience:** How many years? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Aquatic Experience:** How many years? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONLY IF YOU ARE APPLYING FOR**  
**RECREATION SPECIALIST**

If you are interested in a position listed below, please indicate next to the activity and write your qualifications and experience in the space provided.

Arts & Crafts \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kayak \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sailing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sports \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child Care Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU ARE APPLYING FOR A RECREATION AIDE POSITION WITH THE TOWN OF ISLIP'S SUMMER EMPLOYMENT PROGRAM, NEW YORK STATE LAW REQUIRES THAT YOU SUBMIT TWO (2) WRITTEN NON-FAMILY REFERENCES WITH YOUR APPLICATION.

PLEASE HAVE THE FOLLOWING REFERENCE FORMS COMPLETED AND RETURN WITH YOUR APPLICATION TO THE PERSONNEL OFFICE, TOWN OF ISLIP, 655 MAIN STREET, ISLIP, NY 11751.

**WE CANNOT PROCESS YOUR APPLICATION WITHOUT THESE REFERENCES. THANK YOU.**

**ONLY IF YOU ARE APPLYING FOR RECREATION AIDE/  
RECREATION SPECIALIST/ RECREATION SUPERVISOR**

**REFERENCE ONE**

You have been suggested as a reference for: \_\_\_\_\_  
(Applicant's Name)

Position applied for: \_\_\_\_\_

This individual has applied to the Town of Islip Summer Playground Program servicing our communities' youth. Your responses to this questionnaire will help us to provide our participants with a safe and fun experience with high quality staff.

This application will not be shared with the applicant and will be kept confidential. If you would rather speak to someone in person concerning this request, please call (631) 224-5520.

Name of Reference: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

1. How do you know this applicant?

\_\_\_\_\_  
\_\_\_\_\_

2. Would you consider this applicant to be a good person to work with children?

Yes       No

3. Have you had any opportunity to observe this applicant dealing with children in any capacity?

Yes       No

If yes, how would you describe the interactions of this applicant with the children?

\_\_\_\_\_  
\_\_\_\_\_

4. Would you recommend this applicant for a position working with children?

Yes       No

5. Are there any problems that might interfere with this person's ability to work effectively with children?

Yes       No

If yes, what problems might we anticipate?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Reference)

**ONLY IF YOU ARE APPLYING FOR RECREATION AIDE/  
RECREATION SPECIALIST/ RECREATION SUPERVISOR**

**REFERENCE TWO**

You have been suggested as a reference for: \_\_\_\_\_  
(Applicant's Name)

Position applied for: \_\_\_\_\_

This individual has applied to the Town of Islip Summer Playground Program servicing our communities' youth. Your responses to this questionnaire will help us to provide our participants with a safe and fun experience with high quality staff.

This application will not be shared with the applicant and will be kept confidential. If you would rather speak to someone in person concerning this request, please call (631) 224-5520.

Name of Reference: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

1. How do you know this applicant?

\_\_\_\_\_  
\_\_\_\_\_

2. Would you consider this applicant to be a good person to work with children?

Yes       No

3. Have you had any opportunity to observe this applicant dealing with children in any capacity?

Yes       No

If yes, how would you describe the interactions of this applicant with the children?

\_\_\_\_\_  
\_\_\_\_\_

4. Would you recommend this applicant for a position working with children?

Yes       No

5. Are there any problems that might interfere with this person's ability to work effectively with children?

Yes       No

If yes, what problems might we anticipate?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Reference)

# LIST OF POSSIBLE SUMMER POSITIONS

## 21 YEARS & OLDER

### **RECREATION SUPERVISOR**

**\*\*Must be at least 21 years old by June 21, 2018\*\***

- Applicants must have a Bachelor's Degree, in Recreation, Education or related field. Must have experience working with children.
- Administer first aid when necessary.
- Responsible for the supervision of camp staff, devises and conducts recreational activities.
- Must have good knowledge of sports, games and related recreational activities and effective supervisory techniques.
- Oversees activities at various camps.
  - **Must attend a mandatory orientation, June 25, 26, 27, 28, 2018. Orientation is all 4 days.**

*Fill out pages 1, 2, 6 and 7 on application.*

### **BEACH MANAGER**

**\*\*Must be at least 21 years old by start of employment \*\***

- Schedules & supervises work for dock attendants and park attendants.
- Supervises the office and personnel records and prepare reports.
- Supervises collection of fees and accounting records.
- Conduct inspections to insure safe and sanitary conditions.
- Investigates complaints and answers requests from public.

*Fill out pages 1, 2, 3 (if applicable), 6 & 7 on application.*

## 18 YEARS & OLDER

### **MARINA GUARD**

**\*\*Must be at least 18 years old by employment date\*\***

- Patrols marina.
  - Gives information and directions to boaters.
  - Assists in maintaining order by enforcing rules and regulations of facility.
  - Submits reports to supervisors regarding incidents that may occur during tour of duty.
  - May intervene in the event of disturbances and contact appropriate official if necessary.
  - May make periodic check of doors, windows and parking areas to prevent trespassing and vandalism.
- o\*\*\*Applications must possess certification as a Guard with New York State Dept. of State Division of Licensing Services and maintain said certification throughout employment.

*Fill out pages 1 and 2 of application and attach certification(s).*

## 19 YEARS & OLDER

### **ASSISTANT RECREATION SUPERVISOR**

**\*\*Must be at least 19 years old by June 21, 2018\*\***

- Must have completed 2 years of college.
- Must have experience working with children.
- Oversees activities and Recreation Aides at various camp sites under general supervision.
- Assists in conducting a planned activity at a recreation facility.
- Instructs participants in sports, games, dancing, singing, handcrafts, plays and other activities.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.

**Must attend a mandatory orientation, June 25, 26, 27, 28, 2018. Orientation is all 4 days.**

*Fill out pages 1, 2, 6 and 7 on application.*

## 18 YEARS & OLDER

### **CASHIER**

**\*\*Must be at least 18 years old by May 26, 2018\*\***

- Cashier experience required or attending school with related courses.
- Receives cash, checks or money orders in payment of bills or fees and issues receipt.
- Records amount received and balances records against receipts. Operates numbering machines to stamp registrations.
- Gives information and explanations concerning services rendered.
- Accounting and auditing.

*Fill out pages 1 and 2 on application.*



# **LIST OF POSSIBLE SUMMER POSITIONS**

## **18 YEARS & OLDER (CONTINUED)**

### **CLERK**

**\*\*Must be at least 18 years old by June 21, 2018\*\***

- Posts simple data to various records and compiles reports based on data.
- Sorts, indexes and files documents, reports, correspondence and other materials.
- Gives information orally in response to personal or telephone inquiries and answers routine inquiries by form letter.
- May operate a variety of simple office equipment.
- Knowledge in computers and office procedures needed.
  - \*\*\*Applicants must have high school diploma or GED certification.

*Fill out pages 1 and 2 on application.*

### **DOCK ATTENDANT**

**\*\*Must be at least 18 years old by the start of employment\*\***

- Assists boats tying up at docks and piers.
- Sells docking permits and collects docking fees.
- Maintains records of boat and owner registrations.
- Gives directions and information to boaters.
- Performs routine maintenance activities.

*Fill out pages 1 and 2 on application.*

### **FILTER ROOM OPERATOR**

**\*\*Must be at least 18 years old by June 23, 2018\*\***

- Checks chemical levels at town pools.
- Maintains pool filters.
- Knowledge of pool filter systems needed.
- \*Involves some evening and night hours.

*Fill out pages 1 and 2 on application.*

### **LABORER**

**\*\*Must be at least 18 years old by June 23, 2018\*\***

- Performs manual work.
- Grounds maintenance activities.
- Cuts grass, lays sod, plants trees and shrubs.
- Removes debris from roads.
- Loads and unloads supplies and equipment.
- Possible operation of power tools and light machinery.

*Fill out pages 1 and 2 on application.*

# LIST OF POSSIBLE SUMMER POSITIONS

## 16 YEARS & OLDER

### LIFEGUARD

**\*\*Must be at least 16 years old by the start of employment\*\***

- Observes swimmers for signs of fatigue.
- Maintains order and enforces regulations at assigned swimming area.
- Rescues swimmers in distress.
- Administers resuscitation and first aid when necessary.
- Shares in maintaining a cleanliness and upkeep of area.
  - \*\*\*Applicants must possess the appropriate current certification as a Lifeguard issued by the American Red Cross or New York State Department of Health or a New York State Department of Health approved testing agency, and must maintain said certification through employment in this title.
  - \*\*\*Applicants must possess a certification in cardiopulmonary resuscitation, issued by the American Red Cross.

*Fill out pages 1, 2 and 3 on application, and attach certification(s).*

### PARK ATTENDANT

**\*\*Must be at least 16 years old by the start of employment\*\***

- Performs routine grounds keeping work including raking, weeding and picking up litter.
- Performs routine custodial tasks.
- Grounds maintenance activities.

*Fill out pages 1 and 2 on application.*

### RECREATION AIDE

**\*\*Must be at least 16 years old by June 21, 2018\*\***

- Assists in conducting a planned activity at a recreational facility.
- Instructs participants in sports, games, dancing, singing, handcrafts, plays and other activities.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.
- Acts as a sports official.

**Must attend a mandatory orientation, June 26, 27, 28, 2018. Orientation is all 3 days.**

*Fill out pages 1, 2, 6 and 7 on application.*

# LIST OF POSSIBLE SUMMER POSITIONS

## 16 YEARS & OLDER (CONTINUED)

### RECREATION SPECIALIST

**\*\*Must be at least 16 years old by June 21, 2018\*\***

- Assists in conducting a planned activity at a recreational facility.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.
- Knowledge, skill and ability of recreational specialty learned through experience and/or specialized training.
  - Arts & Crafts, must attend off-site workshops during work hours  
Will provide a daily Pre-planned Arts and Crafts activity for camp participants  
**Arts and Crafts Specialist, Must attend a mandatory orientation,  
June 25, 26, 27, 28, 2018. Orientation is all 4 days.**
  - Sailing
  - Kayaking

*Fill out pages 1, 2, 4, 6 and 7 on application.*

### WATER SAFETY INSTRUCTOR

**\*\*Must be at least 16 years old by the start of employment\*\***

- Teaches swimming to children at various town pools.
  - \*\*\*Applicants must possess a current instructor's certification and maintain their certifications throughout employment in position.

*Fill out pages 1, 2 and 3 on application, and attach certification(s).*