

Plainsboro Recreation Department Summer Employment Overview

Available Positions

A variety of positions are available in summer programs – counselors, instructors, coordinators, directors. Qualified employees from the previous year will be given the first opportunity to accept a position at the same level, or positions at a higher level when they become available.

Eligibility

Only those former staff members who are in “good standing” are offered first consideration for available positions. “Good standing” includes, but is not limited to prior year attendance, participation in orientations and training, and performance review. The minimum age for paid employment is 16. The minimum age for a volunteer counselor is 15.

Criteria

Applicants must be available for the full duration of the program. Special consideration will be given **only** for short-term extenuating circumstances beyond the individuals’ control (such as mandatory education workshops for teachers, jury duty). Exceptions are not made for family vacations or other personal schedule issues. If special consideration is being requested or anticipated, please make note of it on the application form.

Applicants agree to fulfill the following:

- Background checks (age 18 and older)
- Submission of working papers (under 18)
- Acquire First Aid/CPR Certification Training (mandatory for supervisory staff, encouraged for all others)
- Participation in pre-season orientation – generally scheduled by program directors in the weeks before camps (mandatory for 8 week programs)

2009 Season

The eight-week summer season is scheduled from **Monday, June 22 through Friday, August 14.**

Full-day camp employment runs from 8:45 a.m. to 3:15 p.m.; half-day camp employment runs from 8:45 a.m. to 12:15 p.m. Specialty programs may have different hours.

Volunteers

A limited number of volunteer opportunities are available in summer programs. There is a separate application process. As with paid employees, invitations will be extended to those who have a good performance history. Priority will be given to those applicants who are available for the duration of the program.

Plainsboro Recreation Department Summer Employment Application

Please indicate below the type of summer employment in which you are interested*. Check all options for which you would like to be considered.

1. Paid Volunteer Either
2. Supervisory Counselor Any Type
3. Half Day Full Day Any Position

Please indicate best time(s) for an interview (*circle all that apply*):

Monday	Tuesday	Wednesday	Thursday	Friday	Any Weekday
3:00 – 3:30 p.m.	3:30 – 4:00 p.m.	4:00 – 4:30 p.m.			
4:30 – 5:00 p.m.	5:00 – 5:30 p.m.	other_____			

Please indicate best way to reach you to schedule an interview:

Home Phone_____ Work Phone_____

Cell Phone_____ E-Mail_____

- Application Submission**
- Deliver to the Recreation Office
 - Fax to 609 799-7026
 - Mail (see form for address information)

*Notes

- Minimum age for paid employment is 16 years (by 6/01/09). Employees under 18 years are required to obtain working papers. Minimum age for volunteer counselor is 15 years (by 6/01/09)
- Some positions have specific eligibility requirements related to age and/or experience.
- Applications will be accepted until all positions are filled. Interviews will be arranged for qualified applicants.
- Incomplete applications will not be considered.
- Employment for Pre-K and K-5 Day Camp is for the full 8-week season only. A limited number of substitute or specialty program positions are available for those seeking only occasional hours. Contact the office for details.
- Participation in pre-season orientation is a condition of employment for camps.

➤ **Township of Plainsboro**

641 Plainsboro Road
Plainsboro, New Jersey 08536
609 799-0909 ext.332
www.plainsboronj.com

Application for Seasonal Employment

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

Title of Position _____

Application Date _____

How did you learn about us? friend/relative walk in advertisement/where _____

Last Name _____ First _____ Middle _____ Age (if under 18) _____

Street Address _____ City _____ State _____ Zip Code _____

Day Phone _____ Cell Phone _____ E-Mail _____ Social Security Number _____

Have you ever been employed with us before? If yes, give dates _____ yes no

Are you currently employed? If yes, part-time or full-time? _____ yes no

Are you prevented from lawfully being employed in this country because of visa or Immigration status? (*Proof of citizenship required upon employment.*) yes no

On what date are you available for work? _____

Are there any other commitments that would affect your ability to work the full term of this position? If yes, give details and dates _____ yes no

Have you ever been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment.) If yes, explain _____ yes no

Education

High School _____ Diploma or Highest level completed _____ Major _____

College _____ Diploma or Highest level completed _____ Major _____

Post Graduate _____ Diploma or Highest level completed _____ Major _____

Special training, skills, honors, extra curricula activities, experience with children _____

Employment History

#1 Employer	Position Held (Title/Responsibilities)
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Employer Address / Phone Number	Employment Dates / Reason for Leaving
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Name/Title of Supervisor	Salary (Rate or annual)
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#2 Employer	Position Held (Title/Responsibilities)
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Employer Address / Phone Number	Employment Dates / Reason for Leaving
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Name/Title of Supervisor	Salary (Rate or annual)
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Volunteer Activities/Apprenticeships/Internships

Business/Organization	Position Held / Responsibilities
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Business/Organization	Position Held / Responsibilities
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Special Skills/Qualifications/Certifications _____

References (required information)

Name	Address	Phone #	Relationship
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1. _____

2. _____

3. _____

Applicant's 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 one year.

I hereby acknowledge any employment relationship with the Township of Plainsboro is of an "at will" nature, which means that the employee may resign at any time, and the employer may discharge the employee 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 conduct, unless such change is specifically acknowledged in writing by an authorized executive of the township.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____