

# Plainsboro Department of Recreation & Community Services 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 6/01/10). Employees under 18 years are required to obtain working papers. Minimum age for volunteer counselor is 15 years (by 6/01/10)*
- *Some positions have specific eligibility requirements related to age and/or experience.*
- *Applications will be accepted until positions are filled. Interviews will be arranged for qualified applicants.*
- *Incomplete applications will not be considered.*
- *Employment for Pre-K and Lenape Day Camp (upcoming grades 1-6) 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](http://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)

---

Employer Address / Phone Number \_\_\_\_\_ Employment Dates / Reason for Leaving

---

Name/Title of Supervisor \_\_\_\_\_ Salary (Rate or annual)

---

#2 Employer \_\_\_\_\_ Position Held (Title/Responsibilities)

---

Employer Address / Phone Number \_\_\_\_\_ Employment Dates / Reason for Leaving

---

Name/Title of Supervisor \_\_\_\_\_ Salary (Rate or annual)

---

***Volunteer Activities/Apprenticeships/Internships***

---

Business/Organization \_\_\_\_\_ Position Held / Responsibilities

---

Business/Organization \_\_\_\_\_ Position Held / Responsibilities

---

Special Skills/Qualifications/Certifications \_\_\_\_\_

---

***References (required information)***

Name	Address	Phone #	Relationship
------	---------	---------	--------------

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 \_\_\_\_\_