



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT  
SYCAMORE PARK, 790 LONG POND ROAD  
MAHOPAC, NEW YORK 10541

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## SUMMER EMPLOYMENT APPLICATION PROCESS

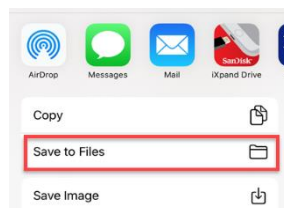
*Applicants must apply by using this fillable form*

### USING A LAPTOP OR DESKTOP:


- Scroll down to **Summer Employment Application** below
- **TYPE** your answers on your saved application in files folder; questions must be answered in full
- **PRINT** the completed application
- **SIGN** and date the completed application; must be completed and signed **by the applicant**
- **ATTACH** two (2) signed letters of reference (must be from non-relatives and over 21 years of age)
- **SUBMIT** your application and letters *by mail or in person* to the Recreation Department  
Sycamore Park 790 Long Pond Rd., Mahopac, NY 10541

### USING A CELL PHONE:

- Scroll down to **Summer Employment Application** below



- **Save to Files**

- Open **Files** folder on your phone - 

- **TYPE** your answers on your saved application in files folder; questions must be answered in full
- **PRINT** the completed application
- **SIGN** and date the completed application; must be completed and signed **by the applicant**
- **ATTACH** two (2) signed letters of reference (must be from non-relatives and over 21 years of age)
- **SUBMIT** your application and letters *by mail or in person* to the Recreation Department  
Sycamore Park 790 Long Pond Rd., Mahopac, NY 10541

***Upon receipt, you will be contacted to schedule an interview***

***Hand written or incomplete applications may be returned***

# TOWN OF CARMEL – RECREATION AND PARKS DEPARTMENT

## Summer Employment Application

**This application must be completed and signed personally by the applicant.** Please **TYPE** your answers in the highlighted fields. **PRINT** the completed application. **SIGN** and date. **ATTACH** your (2) written letters of reference. **SUBMIT** to the Recreation Office. Each question must be answered in full. If answer is NO or NONE, indicate such. Click **HERE** for more Information on Summer Employment.

We are an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class.

Name (First, Middle, Last)		Position you are applying for		
Address		Parent Cell or Home Phone Number		
City	State	Zip	Applicant Cell Phone Number	
Date of Birth	Age you will be on June 30 <sup>th</sup>		Parent Email	
Social Security Number		Applicant Email		
Are you currently employed?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your employer to obtain employment information?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with the Town of Carmel Recreation and Parks Department before?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give dates From ___/___/_____ To ___/___/_____				
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of your eligibility to work [Working Papers]?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
High School or Preparatory School				
College				
List certificates <i>(including CPR, WSI, First Aid)</i> , licenses <i>(including driver license)</i> that would support your qualifications for employment:  If you are applying for a position which requires a Driver License, provide Driver License Number here: _____		List your hobbies and extracurricular activities as they relate to a recreation program. Also include the areas that you are qualified to instruct:		
<b>References: Two of the three MUST be in writing and ALL must be a non-relative over 21 years of age. The TWO letters of reference MUST be attached to the application at time of submittal.</b>				
Name		Occupation		Phone Number
Address		City	State	Zip
		Email Address		
Name		Occupation		Phone Number
Address		City	State	Zip
		Email Address		
Name		Occupation		Phone Number
Address		City	State	Zip
		Email Address		

Present or Last Employer		
Name of Employer	Phone Number	
Address	City	State Zip
Employment Dates (Month/Year)	Salary	
Title of Position	Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments		
Reason for leaving		
Next Previous Employer		
Name of Employer	Phone Number	
Address	City	State Zip
Employment Dates (Month/Year)	Salary	
Title of Position	Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments		
Reason for leaving		
Next Previous Employer		
Name of Employer	Phone Number	
Address	City	State Zip
Employment Dates (Month/Year)	Salary	
Title of Position	Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments		
Reason for leaving		
Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town of Carmel.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local regulations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_