

SUMMER RECREATION PRELIMINARY APPLICATION

Please print. Fill out the application as accurately and completely as possible.

Title of position applying for: _____

Name: _____
LAST FIRST MIDDLE

Street Address: _____ City _____ State _____ Zip _____

Phone ___/___/___ Are you under 18 or over 70 years of age? YES ___ NO ___

Year you graduated or will graduate from high school: _____

Describe all duties including the following information:

- 1) All experience which tends to qualify you for the job.
 - 2) Nature of the work personally performed by you.
 - 3) Estimate the time you spend on each duty.
 - 4) The number of individuals supervised.
 - 5) The extent of such supervision.
- NOTE: Voluntary experience is acceptable as qualifying you for the job. Please complete the same way as paid employment, noting the voluntary experience. If your title or job has changed materially in the course of service, note as separate employment.

Business: _____ Phone: ___/___

Address: _____ State: _____ Zip: _____

Type of Business: _____ Your title: _____

Name of Supervisor: _____ Title: _____

Length of employment: _____ to _____

Description of duties: _____

Business: _____ Phone: ___/___

Address: _____ State: _____ Zip: _____

Type of Business: _____ Your title: _____

Name of Supervisor: _____ Title: _____

Length of employment: _____ to _____

Description of duties: _____

Other experiences pertinent to this job:

Business: _____ Phone: (____) _____

Address: _____ State: ____ ZIP: _____

Type of Business: _____ Your title: _____

Name of Supervisor: _____ Title: _____

Length of employment: _____ to _____

Description of duties: _____

Business: _____ Phone: (____) _____

Address: _____ State: ____ ZIP: _____

Type of Business: _____ Your title: _____

Name of Supervisor: _____ Title: _____

Length of employment: _____ to _____

Description of duties: _____

Skills in Sports/Recreation:

Indicate any special skills you have that would enhance the summer recreation program; i.e., arts & crafts, hobbies, etc.

List any sports which you are proficient at;; indicate the number of years which you have participated:

Indicate any coaching experience you have:

CERTIFICATION:

Please indicate any you currently possess & their expiration date:

Standard First Aid	___	Expiration Date: ___
CPR for the Professional Rescuer	___	Expiration Date: ___
Lifeguard Candidate Training	___	Expiration Date: ___
Instructor Candidate Training	___	Expiration Date: ___

NOTE: ALL CANDIDATES POSSESSING CERTIFICATION MUST SUBMIT A COPY OF THE CERTIFICATION WITH THIS APPLICATION. IF YOU ARE PRESENTLY OBTAINING CERTIFICATION, PLEASE INDICATE WHEN YOU EXPECT TO FINISH YOUR COURSEWORK.

REFERENCES:

Please list three (3) references and include: name, address, telephone no. and the number of years you've been acquainted. (OTHER THAN RELATIVES).

- 1) _____

 _____ (PHONE)

- 2) _____

 _____ (PHONE)

- 3) _____

 _____ (PHONE)

COLLEGE/UNIVERSITY:

Are you currently enrolled or will be enrolling in college/university? YES ___ NO ___
If yes, what is your field of study? _____

At what college/university are you enrolled and give its location:

****All candidates will be responsible for submitting the names of three (3) personal or business references. Candidates may opt to submit an additional essay explaining specifically why he/she would make a good summer employee.**

Please return completed application to:

**City of Lockport
Department of Civil Service
Attn: Dawn Miller
One Locks Plaza, Room M-11
Lockport NY 14094**