

FOR OFFICE USE ONLY:

Date Rec'd \_\_\_\_\_

1<sup>st</sup> Postcard \_\_\_\_\_

2<sup>nd</sup> Postcard \_\_\_\_\_



**UPPER DUBLIN TOWNSHIP**

**DEPARTMENT OF PARKS & RECREATION**

**PART-TIME or SEASONAL EMPLOYMENT APPLICATION - 2012**

**Employee Information:**

Name: \_\_\_\_\_ Over 18?: Y \_\_\_ N \_\_\_ \*see age requirements for positions

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/ State: \_\_\_\_\_ ZIP \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Municipality in which you reside: Upper Dublin Other: \_\_\_\_\_ Email: \_\_\_\_\_

School/College Attending: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_

**Position you are applying for:** \_\_\_\_\_ **Season:** \_\_\_\_\_

If applying for KidZone, number the sites in order of preference (if any): \_\_\_Fort Washington \_\_\_ Jarrettown \_\_\_Sandy Run

Have you previously worked for UDP&R? YES NO  
If YES, in what capacity? \_\_\_\_\_ When? \_\_\_\_\_  
Who was your supervisor? \_\_\_\_\_

**Current or most recent employment (include any internships):**

1) Job Title: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Employer or company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employer or company address: \_\_\_\_\_  
Name and title of most recent supervisor: \_\_\_\_\_  
Duties in order of importance: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

2) Job Title: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Employer or company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employer or company address: \_\_\_\_\_  
Name and title of most recent supervisor: \_\_\_\_\_  
Duties in order of importance: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

3) Job Title: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Employer or company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employer or company address: \_\_\_\_\_  
Name and title of most recent supervisor: \_\_\_\_\_  
Duties in order of importance: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

**Please list any other knowledge, skills, and/or volunteer work applicable to the position you are applying for.**

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

**Please indicate any dates you will not be available (i.e. vacation, camps, etc.)** \_\_\_\_\_

*please complete other side*

**Please list three (3) current references other than family members:**

Reference Name	Daytime Telephone	Relationship to Applicant
1.		
2.		
3.		

**Policy Statement:**

It is the policy of Upper Dublin Township to employ qualified candidates in all part-time and seasonal parks and recreational leadership and supervisory positions. Openings will be advertised and filled consistently with the needs of the department with the purpose of structuring positions to comply with the department philosophy of providing quality leisure opportunities within accepted moral, social and physical parameters.

Upper Dublin intends to fully comply with the regulations established by the Americans with Disabilities Act.

Upper Dublin Township reserves the right to deny employment to any applicant based on valid concerns as to the applicant's maturity, abilities or qualifications relevant to the position sought.

I have read and understand the above statement of policy. I further understand that any false or misleading statements made on this application will prevent me from being hired or retaining employment.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FBI Background / PA Criminal Record Check / PA Child Abuse History Clearance (separate forms)**

- Anyone age 18 or older, wishing to work in programs with participants under age 18, is required to provide UDT with a current, original PA Child Abuse History Clearance (CY-113) report. The fee for Child Abuse Clearance is the responsibility of the applicant.
- Upon hiring, any new employee (full-time, part-time or seasonal) who is 18 or older is required to have a current PA Criminal Record Check & FBI Background Check on file with the Human Resources Department. UDT will make the proper arrangements to complete these checks. The fees for PA Criminal Record & FBI Background Checks will be covered by UDT.
- Please ask UDT for copies of report request forms, if needed. Both are available on the Internet at [www.state.pa.us](http://www.state.pa.us) > Most Requested Forms > subject search by "Criminal Background Check."

<b>INDICATE CURRENT CERTIFICATIONS:</b> <i>(Required for lifeguards applicants)</i>	___ CPR	card expires: _____
<i>(Preferred, not required for others)</i>	___ First Aid	card expires: _____
	___ Lifeguard Training	card expires: _____
	___ Other	card expires: _____

<b>INDICATE T-SHIRT SIZE:</b>	___ Adult Small	___ Adult X-Large	<b>*FOR LIFEGUARDS ONLY INDICATE SHORT SIZE:</b>		
	___ Adult Medium	___ Adult 2X-Large	___ Ad. Small	___ Ad. Medium	___ Ad. Large
	___ Adult Large	___ Adult 3X-Large	___ Ad. X-Large	___ Ad. 2X-Large	

Unless otherwise noted, completed and signed applications for employment should be returned to:

SEASONAL EMPLOYMENT APPLICATION  
 DEPT. OF PARKS & RECREATION  
 Upper Dublin Township  
 801 Loch Alsh Ave.  
 Fort Washington, PA 19034

Questions? Call (215) 643-1600 x3443