

For Office Use Only	
Date Rec'd	_____
1 st Postcard	_____
2 nd Postcard	_____



**UPPER DUBLIN TOWNSHIP
DEPARTMENT OF PARKS & RECREATION
PART-TIME or SEASONAL EMPLOYMENT APPLICATION**

Applicant Information:

Name: _____ Over 18? Yes _____ No _____
 *see age requirements for positions

Address: _____ Home Phone: _____
 City/State _____ ZIP _____ Cell Phone: _____
 Municipality in which you reside: Upper Dublin _____ Email: _____
 Other _____
 School/College Currently Attending: _____ Last Year Completed _____

Have you previously worked for UDP&R? Yes _____ No _____

If YES In what capacity? _____ When? _____
 Who was your supervisor? _____

Position for which you are applying:

Camp Position: _____ *X-Zone* _____ *KidZone* _____ *Either*

Lifeguard UD Community Pool Robbins Park Summer Worker Parks General Worker
 *Must be at least 18 and have a valid Driver's License
 ___ Spring ___ Summer ___ Fall ___ Year Round

Park Attendant - Mondauk Common

For Park Attendant Only, which seasons are you available to work?

<input type="checkbox"/> Spring (last Saturday in March through mid - June)	<input type="checkbox"/> Summer (Sunday, mid-June through Labor Day)
<input type="checkbox"/> Weekday shifts (5p to dusk)	<input type="checkbox"/> Weekday shifts (5p to dusk)
<input type="checkbox"/> Weekend shifts (9a-1p, 1p-5p, 5p-dusk)	<input type="checkbox"/> Weekend shifts (9a-1p, 1p-5p, 5p-dusk)
<input type="checkbox"/> Memorial Day (TBA)	<input type="checkbox"/> Labor Day (TBA)
<input type="checkbox"/> Fall (the Tuesday after Labor Day through the Sunday before Thanksgiving)	Applicants should be available both weekdays and weekends for best chance of being employed
<input type="checkbox"/> Weekday shifts (5p to dusk)	
<input type="checkbox"/> Weekend shifts (9a-1p, 1p-5p, 5p-dusk)	

Indicate Current Certifications:

(Required for lifeguard applicants) CPR Card expires: _____
 (Preferred, but not required, for others) First Aid Card expires: _____
 Lifeguard Training Card expires: _____
 Other _____ Card expires: _____

INDICATE T-SHIRT SIZE: ADULT <input type="checkbox"/> Sm <input type="checkbox"/> Md <input type="checkbox"/> Lg <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL	FOR LIFEGUARDS ONLY – INDICATE SHORTS SIZE ADULT <input type="checkbox"/> Sm <input type="checkbox"/> Md <input type="checkbox"/> Lg <input type="checkbox"/> XL <input type="checkbox"/> 2XL
--	---

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? _____

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

- Resume' attached
- References provided upon request.

Please indicate any dates you will not be available to work i.e., vacation, camps, etc.:

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 and FBI Background Check on file with the Human Resource Department.

UDT will make the proper arrangements to complete these checks.

UDT will cover the fees for PA Criminal Record and FBI Background Checks.

-Please ask UDT for copies of report request forms, if needed.

Both forms are available at <http://state.pa.us> > Most requested Forms>subject search by "Criminal Background Check."

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 filed 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: _____

Unless otherwise noted, please return the completed and signed application for employment to:

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