

APPLICATION FOR SEASONAL EMPLOYMENT 2018

**INSTRUCTIONS FOR FILING: COMPLETE BOTH PAGES OF THIS APPLICATION AND RETURN TO:
DEPARTMENT OF HUMAN RESOURCES, SUITE 100, 148 MARTINE AVENUE, WHITE PLAINS, N.Y. 10601**
EARLY RETURN OF THIS APPLICATION IS SUGGESTED.

| | | | |
|----------------|--------|------------|--------------------------|
| NAME LAST | FIRST | MIDDLE | SOCIAL SECURITY # / / |
| ADDRESS No. | STREET | APT. | CITY |
| | | | STATE |
| | | | ZIP |
| TEL. # () | | CELL # () | |

| | | |
|--|---|-------------------------|
| Are you 18 years old or older? ___ Yes ___ No If not, what age: ___ Minimum age for hire: 16 | Are you a Westchester County Resident? ___ Yes ___ No | E-mail address _____ |
|--|---|-------------------------|

| EDUCATION | | | | Dates attended | Date degree received |
|-----------------------------|-----------------|---------------|----------------|----------------|----------------------|
| | Name & Location | Course/ Major | Type of degree | From/To | or expected |
| HIGH SCHOOL | | | | | |
| COLLEGE OR POST HIGH SCHOOL | | | | | |
| GRADUATE SCHOOL | | | | | |

Certificates or Special Training _____

EMPLOYMENT HISTORY (Up to last 5 years)

| NAME & ADDRESS OF EMPLOYER | FROM MO./YR. | TO MO./YR. | TYPE OF WORK OR POSITION | SALARY | REASON FOR LEAVING |
|----------------------------|--------------|------------|--------------------------|--------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|---|--|---|
| Do you have any computer skills? ___ Yes ___ No If yes, specify: _____ | Keyboarding skills? ___ Yes ___ No ___ WPM | Can you operate any other equipment? ___ Yes ___ No If yes, specify: _____ |
|---|--|---|

In addition to English, are you fluent in any other language? ___ Yes ___ No If yes, specify: _____

Have you worked for Westchester County government before? ___ Yes ___ No Which Department: _____
Reason for leaving: _____

- Check for job preferences
- | | |
|------------------------------------|--|
| 1. PARKS/ POOLS/GOLF COURSES _____ | 5. OFFICE _____ |
| 2. PLAYLAND _____ | 6. LABORATORY WORK _____ |
| 3. LIFEGUARD _____ (see below) | 7. CAMP INSTRUCTOR/COUNSELOR (MUSIC/ECOLOGY/CRAFTS) _____ |
| 4. LABORER, MAINTENANCE _____ | 8. For PUBLIC SAFETY SEASONAL PARK RANGER: Please complete separate application at http://publicsafety.westchestergov.com/become-a-park-ranger |

For Lifeguard Only **Check Below:** (Indicate certification & expiration dates)

| | | | | | |
|----------------------------------|----------------------------|--|--|--|--------------------------------------|
| Lifeguard Training/ First Aid | Lifeguarding/ First Aid | CPR/AED for the Professional Rescuer | Instructor Certifications | Waterfront or Waterfront Lifeguarding | Headguard or Lifeguard Management |
| () | () | () | LGI R. 06() _____ WSI R.06 () _____ CPR/AED() _____ | () | () |
| EXPIRES _____ | EXPIRES _____ | EXPIRES _____ | EXPIRES _____ | EXPIRES _____ | ISSUE DATE |

EMPLOYMENT AS A LIFEGUARD IS CONTINGENT UPON THE SUCCESSFUL COMPLETION OF THE WESTCHESTER COUNTY DEPARTMENT OF PARKS, RECREATION AND CONSERVATION **WATER SKILLS TEST**.

| | |
|--|---|
| FOR ALL APPLICANTS: Dates available to work From ____/____/____ To ____/____/____ <small>Month / Day Month / Day</small> | Do you have a Driver's License? ___ Yes ___ No Type _____ Will you have access to a car for work? ___ Yes ___ No <div style="text-align: right;">Over</div> |
|--|---|

Where did you hear about this program/job?

Comments:

1. WERE YOU EVER DISMISSED OR DISCHARGED FROM ANY EMPLOYMENT FOR REASONS OTHER THAN LACK OF WORK OR FUNDS? YES ___ NO ___
2. DID YOU EVER RESIGN FROM ANY EMPLOYMENT RATHER THAN FACE DISMISSAL? YES ___ NO ___
3. DID YOU EVER RECEIVE A DISCHARGE FROM THE ARMED FORCES OF THE US WHICH WAS OTHER THAN HONORABLE, OR WHICH WAS ISSUED FOR OTHER THAN HONORABLE CIRCUMSTANCES? YES ___ NO ___
4. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (MISDEMEANOR OR FELONY)? YES ___ NO ___
(GIVE DETAILS)
5. HAVE YOU EVER FORFEITED A BAIL BOND POSTED TO ANSWER ANY CRIMINAL CHARGE? YES ___ NO ___
(GIVE DETAILS)
6. ARE YOU NOW UNDER CHARGES FOR ANY CRIMINAL OFFENSE(MISDEMEANOR OR FELONY)? YES ___ NO ___
(GIVE DETAILS)

IF YOU ANSWERED "YES" TO ANY QUESTIONS ABOVE, YOU MUST PROVIDE AN EXPLANATION, INCLUDING DATE, NATURE AND CURRENT DISPOSITION ON AN ATTACHED PIECE OF 8 ½ X 11 PAPER. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.) This application may be used for review by the prospective appointing authority as part of a background investigation.

PURSUANT TO 210.45 OF THE NEW YORK STATE PENAL LAW, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

By accepting employment with the County of Westchester, I hereby agree to submit to any and all forms of drug testing (such as urinalysis, breath &/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures. In addition, if offered employment, you will be subject to the Westchester County fingerprinting policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

DATE: _____ **APPLICANT'S SIGNATURE:** _____

IF UNDER AGE 18, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED.

"I have read my child's/ward's completed application form and hereby give my permission for him/her to be hired by Westchester County for the purpose of Seasonal Employment and I further give my permission for him/her to receive emergency medical treatment if necessary. If at any time I revoke this permission, I will do so in writing to the Westchester County Department of Human Resources, and upon receipt by the Department of Human Resources of said revocation my child's/ward's employment shall be terminated".

By my signature below, I hereby give my permission for _____ to submit to any and all forms of drug testing (such as urinalysis, breath &/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures.

DATE: _____ **SIGNATURE OF PARENT OR GUARDIAN:** _____



The County of Westchester is an Equal Opportunity Employer.