



Town of Henderson Recreation Commission

12105 Town Barn Road
Henderson, New York 13650

The Henderson/Ellisburg Summer Recreation Program's mission is to promote and enhance the development and wellness of our youth by offering a positive summer program of physical, educational, and social activities. Our aim is to provide valuable experiences in a well-supervised, caring, and nurturing environment.

DATE: _____

All parts of this application must be completed, all questions answered, and the application must be signed to be considered for employment.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____ HOME PHONE: () _____

_____ CELL PHONE: () _____

ARE YOU A MEMBER OF A NEW YORK STATE RETIREMENT SYSTEM? ____ Yes ____ No

If yes, which retirement system (circle one) Employees' Teachers' What is your retirement number? _____

CERTIFICATION

I hold valid certificate(s) described below: *

First Aid Yes No Effective Date of Certificate: _____

CPR/AED Yes No Effective Date of Certificate: _____

Lifeguard Yes No Effective Date of Certificate: _____

**Applicant must provide the original Certificate at time of hire.*

Have you been employed by the Henderson Recreation Commission in the past? Yes No

If yes, complete: Dates Employed: _____

Name of position: _____

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Begin with the most recent.

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

Employed From/To Dates: _____ Reason for Leaving? _____

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

Employed From/To Dates: _____ Reason for Leaving? _____

Employer: _____ Phone: () _____

Position Held: _____ Supervisor: _____

Employed From/To Dates: _____ Reason for Leaving? _____

OTHER REFERENCES FAMILIAR WITH YOU

Please list at least (3) references which are not a present or former employer.

Table with 4 columns: Name, How do you know this person?, Address, Phone Number. It contains three empty rows for data entry.

ADDITIONAL INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF LAW? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) Yes [] No []

If yes, please explain: _____

HAVE YOU EVER BEEN DISMISSED FROM A POSITION, OR RESIGNED TO AVOID DISMISSAL? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) Yes No

If yes, please explain: _____

APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

I understand that Henderson Recreation Commission will investigate my work and personal history, and verify all data given on this application, on related papers, and in interviews.

I authorize all individuals and employers mentioned to provide any information requested about me, and I release them from any and all legal liability for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and, even if I am hired, this document is not to be considered a contract for employment.

Unless otherwise indicated by a specific right under state or federal law, I understand that I am an at-will employee and may be terminated with or without just cause at any time by the Henderson Recreation Commission. I am also aware that I may resign from employment at any time by law.

If I am chosen for employment by Henderson Recreation Commission, I agree to conform to the rules and regulations of the Henderson Recreation Commission as set forth in the Employee Handbook and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added to by Henderson Recreation Commission at any time at the sole discretion of Henderson Recreation Committee without prior notice to me.

Applicant Name (Print): _____ Signature: _____ Date: _____

Parent/Guardian Name (Print): _____ Signature: _____ Date: _____

WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below I, _____, hereby authorize the Henderson Recreation Commission to verify and investigate all statements I have made on the employment application, on related papers and in interviews. I authorize Henderson Recreation Commission to contact all employers and personal references listed on my employment application. In addition to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals and employers from any and all liability or damage for disclosing any information about me. In addition, I understand that if this is not signed as part of the completed application form, I will not be considered for employment with Henderson Recreation Committee.

Applicant Name (Print): _____ Signature: _____ Date: _____

By signing below I, _____, hereby authorize the Henderson Recreation Commission to verify and investigate all statements my child made on the employment application, on related papers and in interviews. I authorize Henderson Recreation Commission to contact all employers and personal references listed on this employment application. In addition, to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals and employers from any and all liability or damage for disclosing any information about my child. In addition, I understand that if this is not signed as part of the completed application form, my child will not be considered for employment with Henderson Recreation Committee.

Parent/Guardian Name (Print): _____ Signature: _____ Date: _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER