

May we contact present employer? YES () NO ()
Previous Employer? YES () NO ()

Please state the position or type of employment you are seeking:

List below any training or experience related or pertinent to the position sought:

List any required certificate or trade license you have:

Do you have computer experience? YES () NO ()

Microsoft Word _____ Microsoft Excel _____ Other _____

Do you have a New York State Driver's License () or CDL License ()

Have you ever been convicted or pled guilty to a felony, misdemeanor or violation, other than a traffic violation?

YES () NO ()

Give three personal references not related to you:

NAME

ADDRESS

TELEPHONE NUMBER

*** This application submission does not guarantee an interview or job placement.**

DATE

SIGNATURE

The Town of Clarkstown does not discriminate in its hiring activities and employment by reason of race, color, creed or sex.

**Please return completed application to: Town of Clarkstown
Parks Board and Recreation Commission
Administration Building-Zukor Park
31 Zukor Road, New City, NY 10956**



TOWN OF CLARKSTOWN
Parks Board & Recreation Commission
Administration Building – Zukor Park
PHONE: 845-639-6200 Fax: 845-639-6215

February, 2016

MEMORANDUM

From: Jo Anne Pedersen, Supt. of Recreation and Parks
To: Applicants for 2016 Swimming Facilities Positions
(Lifeguards, Instructors, Head Lifeguards & Cashiers)
Subject: **Employment for the 2016 Season**

***ALL RETURNING AND NEW STAFF: BE SURE TO READ –
Return pages 3 and 4 along with completed application**

The Clarkstown Parks Board and Recreation Commission is preparing for the 2016 aquatic season. The summer schedule is as follows:

Germonds Pool Complex: June 18 - (Opens Full-time)

Congers Lake Pool: June 25 - (Opens Full-time)

Lake Nanuet: June 25 - (Opens Full-time)

All pools will close on Monday, September 5th

The Assistant Aquatic Director and Aquatic Director will conduct all interviews & water tests.

ALL APPLICANTS (WHETHER PREVIOUSLY EMPLOYED OR NOT) SEEKING POSITIONS AS LIFEGUARD, HEAD LIFEGUARD, INSTRUCTOR or CASHIER MUST FILL OUT PAGES 3 & 4 (ATTACHED). ALL **NEW APPLICANTS** MUST ALSO COMPLETE BLUE APPLICATION ATTACHED (BOTH SIDES).

New applicants for Lifeguard or Instructor position must satisfactorily complete swimming & rescue tests before being interviewed. Students returning to out-of-town colleges after water test should note on page 4, if they wish an interview the same day as the test. They will be accommodated, if possible. **(RETURNEES - SEE NOTE ON PAGE 2 AND MAKE EVERY EFFORT TO TAKE ONE OF THE LISTED TESTS, PREFERABLY BEFORE THE LAST ONE, ESPECIALLY THOSE OF YOU INTERESTED IN WORKING PRE-SEASON.**

Water tests are required for **all** Instructors, Head Lifeguards & Lifeguards and will be given at the **Suffern High School pool**. **Employment is contingent upon passing this required test.**

Please see attached Water Test form on page 4 for dates and details. Complete tear off section and return immediately. You must email Ms. Neuendorf at [jneufendorf@ramapocentral.net](mailto:jneuendorf@ramapocentral.net) with the date of your water test immediately. If you are interested in a Head Guard Position you must email Ms. Neuendorf your letter of intent.

ALL APPLICANTS PLEASE NOTE: If hired, you are required to attend a staff meeting Monday, June 6th 7:00 P.M., at Street Community Center Auditorium, 31 Zukor Road, New City, NY. Important!

2015 HEAD LIFEGUARDS: You will be asked to take an abridged version of the water and written test. Make sure you enroll in one of the water test dates prior to June. You will then be asked to assist for the remainder of the test.

NOTE: ALL 2015 EMPLOYEES

If you cannot accept employment for the 2016 season, you are requested to check the box at the bottom of page 3 and return completed form prior to first test date. Failure to do so will severely affect your future recommendations and employment.

FOR ALL HEAD LIFEGUARDS, LIFEGUARDS & INSTRUCTOR / COACH APPLICANTS

***** IMPORTANT - SWIMMING & RESCUE SKILLS - WATER TEST INSTRUCTIONS *****

(You are urged to have prior conditioning)

When you come for the water test, bring with you the following: *****THESE ARE A MUST*****

- *1. **Doctor's Certificate** of good health, including vision test (corrected to at least 20/40 in one eye). Medical certification on Doctor's Stationery.
- *2. **Proof of birth date - for new applicants.** (Birth Certificate or Driver's License).
- *3. **Current Lifeguard Training, and/or Instructor's Certificate;** Lifeguard position requires current CPR/PR plus First Aid and AED certificate. Lifeguard Training Certification required to qualify for lifeguarding. **Bring all certificates with you.**
- *4. **Small passport-type photo** for application form (2" x 2"), for new applicants.
- *5. Swim suit, towel, cap, black ball point pen.

NOTE: *IF ANY OF ITEMS #1 THROUGH #5 ARE MISSING, YOU WILL NOT BE WATER TESTED.

The following are requirements for all lifeguards and instructors:

1. Sprint 50 yards in less than 37 seconds (one of two timed tests).
2. Demonstrate satisfactory swimming, lifesaving and rescue techniques, including 300 yd. swim, rescue breathing, CPR and First Aid skills.
3. Minimum age of **16 years.**
4. Have satisfactory interview, appearance and references.

Lifeguards and Instructors with previous satisfactory experience with the Town of Clarkstown will receive first preference in hiring and placement.

PRIORITY IN HIRING AND CHOICE OF ASSIGNMENT WILL BE BASED ON SENIORITY, PRIOR RECOMMENDATION, DATES OF AVAILABILITY, WATER TEST, INTERVIEW AND SPECIAL ABILITIES. THERE WILL BE ROTATION OF ASSIGNMENTS TO SOME DEGREE. SIBLINGS ARE NOT GUARANTEED TO WORK AT THE SAME FACILITY.

All Head Lifeguard, Lifeguard and Instructor applicants, including returning employees, must be water tested.
(Interview: new employees and title change only)

***BE SURE YOUR WATER TEST DATE IS FILLED IN ON PAGE 4 OF THE WATER TEST FORM.**

***Failure to appear for water test on date you have filled in will mean you are not interested in employment. If an emergency arises, you must call to change date of test.**

2016 EMPLOYMENT AT SWIMMING FACILITIES
(Instructors, Head Lifeguards, Lifeguards and Cashiers)

* _____
LAST NAME (Print) FIRST DATE OF BIRTH AGE

* _____
HOME ADDRESS (Print) HOME PHONE #

* _____
MAILING ADDRESS (If different from above) CELL PHONE #

* _____
EMAIL ADDRESS (Print)

*Bathing Suit Size: Male: _____ Female: _____
(sm, med, lg, exlg) (e.g. 32, 34, 36, 38, 40)

HEIGHT _____ WEIGHT _____ WEAR GLASSES? YES NO

RETURNING EMPLOYEE: YES NO

NUMBER OF YRS. PREVIOUSLY EMPLOYED BY TOWN: _____

IF YES, WRITE **2015** POSITION: _____ POSITION DESIRED FOR **2016**: _____

All lifeguards must be currently certified in Lifeguard Training and/or WSI & in FA & CPR/PR and AED. Lifeguard Training certification is needed to qualify for lifeguarding.

CONGERS POOL GERMONDS POOL LAKE NANUET
(Circle preferred location. Please be advised that some personnel will be rotated to a different facility and new personnel will fill vacancies.)

*Are you available to work pre-season? Yes ____ No ____ If so indicate earliest date available: _____

NOTE: To work pre-season, you must (a) be a returnee, and (b) successfully complete your water test prior to working pre-season (e.g. April or May tests).

Circle **YES** or **NO** to the following question: Can you work through Labor Day (Sept.5th)? If not, put **last date available**: _____. (Letter from college required for early termination. See your Registrar **now!!!**)
EACH CANDIDATE MUST ANSWER ABOVE QUESTION. You will be given ONE travel day prior to first day of school. Extenuating circumstances must be approved by the Aquatic Director. No Guarantees!

Name of college/high school attending in Fall: _____.

Check Current Certifications possessed: Lifeguard Training ____ CPR/PR ____ First Aid ____ WSI ____
EMT ____ CPO ____ AED ____

Available weekdays starting May 14th? YES NO

ALL PREVIOUS STAFF MUST RETURN THIS FORM AS SOON AS POSSIBLE TO ENSURE YOUR POSITION.

PLEASE CHECK HERE IF YOU ARE **UNABLE** TO ACCEPT EMPLOYMENT FOR THE **2016** SEASON.

PLEASE COMPLETE ALL INFORMATION ABOVE



TOWN OF CLARKSTOWN 2016 WATER TESTS

Please read the following important information regarding the water tests.

- 1) Circle **and** check the line of the water test date you choose to take.
- 2) Sign the bottom of this letter and return it with your contract.
- 3) Make sure you **bring a copy of your Lifeguard/First Aid & CPR/AED certifications to the test.**
- 4) A copy of a current physical by a **medical doctor** as well as a vision test is needed on the test date.

***YOU WILL NOT BE TESTED WITHOUT A CURRENT PHYSICAL.**

- All tests are at **SUFFERN HIGH SCHOOL** and will begin promptly at 8:00 AM and end at 3:00 PM. Please bring a bagged lunch.
- You will complete the water portion of the test first, followed by CPR/AED.
- Please bring a pen or pencil for the written test as well as your **pocket face mask.**
- All head lifeguards must sign up for a water test.
- All NEW head lifeguard candidates will interview on April 16th, from 12 - 2 PM.

The Suffern High School Pool is located at: 49 Viola Road, Suffern, New York 10901
Pool Phone: 357-3800 ext. 343 or 143

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WATER TEST DATES AT SUFFERN HIGH SCHOOL POOL

- Saturday, APRIL 16th: 8 AM – 3 PM _____
- Saturday, MAY 21st: 8 AM – 3 PM _____
- Sunday, JUNE 5th: 8 AM – 1 PM _____ ***This test is for returning guards only!**
(You must take your CPR AED Recert before this test in June)

LIFEGUARD TRAINING RECERT CLASS AT SUFFERN HIGH SCHOOL

SUNDAY, JUNE 12th, 9-12 _____ ***This class is for returning guards only!**

Name: _____ Signature _____

E-mail address: _____

Cell Phone # _____ Home Phone # _____



2016 TOWN OF CLARKSTOWN AQUATIC STAFF IMPORTANT DATES

WATER TEST DATES:

Saturday April 16th and Saturday May 21st

****Sunday June 5th - This water test is only offered for returning guards.
(No CPR AED to be offered on this date, you must Recert before this water test)**

All water tests will be given at Suffern HS located at 49 Viola Road Suffern, NY.

Hours of Water Test: 8am to 3pm Bring a bag lunch

- **May TBA:** Head Guard Meeting- 7pm at Ms. Neuendorf's House Valley Cottage
- **May TBA:** Head Guard Meeting 4-6pm at Zukor
- **June 6th:** - Monday - Mandatory General Staff Meeting Zukor Park 7-10pm
All Head Guards report two hours early at 5pm
Orientation, uniform pickup, additional paper work to sign and facility assignment
- **June 10th and June 18th:** Cashier Training 3-5pm Germonds (must attend both dates)
- **June 12th:** Recertification class for returning lifeguards only Suffern HS 9-12
- **June 18th:** Germonds opens 12-6:45pm Report at 10am Returning Guards Assigned
General Staff meeting for all guards placed at Germonds 10-11am
- **June 20th and June 22nd:** New Hire Life Guard Training 3-5pm
All Head Guards required to attend and assist Location TBA
- **June 21st:** 10am at Zukor - HAZ MAT TRAINING for new Head Guards
- **June 24th:** 2pm at Zukor - OSHA TRAINING for new Life Guards
- **June 20th:** Swim Team starts 5-7:00pm at Germonds
- **June 25th:** Lake Nanuet and Congers open Lake 11-7:45pm Congers 12-6:45pm
All staff report One hour early for staff meeting
- **June 27th:** - **Starting Date for:** Birthday parties, Lessons, Camps, Early Morn Swim
- **July 10th:** Germonds night hours start 12-8:00pm