TOWN OF SMITHTOWN

2016 SUMMER EMPLOYMENT APPLICATION

LAST NAME	FIRST NAME	MIDDLE
STREET ADDRESS	TOWN	ZIP CODE
HOME TELEPHONE NUMBER	CELL PHONE NUMBER	E-MAIL ADDRESS

POSITION(S) APPLYING FOR: **DEPARTMENT(S):**

_____

_____

_____

AVAILABLE TO WORK FROM: **TO:**

(MONTH/DAY) **(MONTH/DAY)**

ARE YOU A RESIDENT OF THE TOWN OF SMITHTOWN? YES ☐ NO ☐

WILL YOU BE 16 YEARS OLD ON OR BEFORE DECEMBER 31? YES ☐ NO ☐

HAVE YOU PREVIOUSLY WORKED FOR THE TOWN OF SMITHTOWN? YES ☐ NO ☐

IF YES, PLEASE EXPLAIN:

_____

_____

FOR PERSONNEL DEPARTMENT USE ONLY:

APPOINTMENT DATE: _____ ***SALARY:*** _____

TERMINATION DATE: _____ ***TITLE:*** _____

BUDGET CODE: _____

CIRLCE THE HIGHEST HIGH SCHOOL GRADE LEVEL COMPLETED: 9 10 11 12

NAME OF SCHOOL: _____

HAVE YOU GRADUATED FROM SENIOR HIGH SCHOOL? YES NO

IF YES, NAME OF SCHOOL & DATE OF GRADUATION:

_____

CIRCLE THE HIGHEST COLLEGE LEVEL COMPLETED: 1 2 3 4

NAME OF SCHOOL & MAJOR:

_____

EMPLOYMENT HISTORY

(Include volunteer services – use additional sheet if necessary)

Company Name & Address:

_____

Dates Employed:

_____

Position:

_____

Salary: **Reason for Leaving:**

_____

Describe Duties:

_____

May we contact the above employer? YES NO

If yes, contact name and telephone number:

_____

The facts set forth on this application are true and complete. I understand that any false statement is cause for immediate dismissal.

Signature of Applicant: _____

Please Print Name: _____

Date: _____

The Town of Smithtown does not discriminate against any applicant because of race, creed, color, national origin, sex, disability, age, marital status or sexual preference.

-RETURN COMPLETED APPLICATION TO-

Personnel Department

Eileen K. Tropea, Town Personnel Officer

65 Maple Avenue, Smithtown, NY 11787

360-7626 ~ Fax 360-7640

personnel@tosgov.com

www.smithtownny.gov

SPORTS AND ATHLETICS

If you are interested in a position in any area listed below, please check the box next to the activity and detail your qualifications and experience in the space provided. Please include any Jr. Varsity and Varsity experience.

☐ **BASEBALL** _____

_____

☐ **BASKETBALL** _____

_____

☐ **SOCCER** _____

_____

☐ **SOFTBALL** _____

_____

☐ **TENNIS** _____

_____

☐ **VOLLEYBALL** _____

_____

☐ **LACROSSE** _____

_____

☐ **ARTS AND CRAFTS** _____

_____

☐ **OTHER** _____

_____

☐ **CHILD CARE EXPERIENCE** _____

_____

☐ **FIRE DEPARTMENT CHILD CARE CERTIFICATION**

Yes ☐ **No** ☐ **Expiration Date:** _____

-Complete only if applying for-

LIFEGUARD or WATER SAFETY INSTRUCTOR

APPLICANT MUST OBTAIN PROPER CERTIFICATIONS PRIOR TO EMPLOYMENT
(*Must* be 16 years of age at time of assignment)

Please check and describe the following areas that you have supervised or instructed. In your description, please indicate years of experience, honors or awards, and any pertinent information that would help describe your ability.

CERTIFICATION	✓	EXPIRATION DATE
Red Cross First Aide/Safety Certification	☐	
Red Cross CPR/Lifesaving Certification	☐	
Red Cross Lifeguard Training Certification	☐	
Red Cross Waterfront Module	☐	
American Red Cross Water Safety Instructor (WSI)	☐	

Lifeguarding Experience:

_____

_____

Competitive Swimming:

_____

_____

Coaching of Swimming, Diving, etc.:

_____

_____

-Complete only if applying for-

STUDENT INTERN, CLERICAL OR OFFICE POSITIONS

Computer Experience: Windows ☐ **Excel** ☐ **Word Perfect** ☐ **Other** ☐

Additional Clerical Skills:

_____

_____