



January 30, 2019

TO: ALL APPLYING FOR SUMMER WORK - 2019  
SUBJECT: CAMP & POOL EMPLOYMENT INFORMATION

Please read the information below along with the information on the application before applying.

Playground Camp Counselor Position – **DO NOT APPLY UNLESS;**

- You can work every day. Camps run Monday-Friday, July 1<sup>st</sup>-August 2<sup>nd</sup> (no camp on 7/4).
- You can attend the mandatory meeting held on June 11<sup>th</sup> at 6:00pm in the Court Room located on the 2<sup>nd</sup> floor of Town Hall.

Pool Staff Position – **DO NOT APPLY UNLESS;**

- You are available to work two out of three holidays. Holidays include; Memorial Day, 4<sup>th</sup> of July and Labor Day.
- You are available to work on weekends.
- You can attend the mandatory meeting held on May 21<sup>st</sup> at the Cedar Grove Pool (5:45pm for office/maintenance & 6:00pm for Guards).

All Positions

- If you have never worked before, please submit the following with your application; photo ID (license, school ID, passport) **AND** a copy of your social security card.
- If you have never been employed before, please return this application as soon as possible. Jobs are given to returning employees (in good standing) first and the rest of the positions are filled in accordingly.
- All applications are due by April 5<sup>th</sup>. Any application received after this date will be put on a wait list. If you send application in the mail or leave in the Overnight Drop Box (located in the lobby of Town Hall), it will be dated when received.

Cordially,

Marisa Landolfi-Jefferson  
Director of Recreation

**Application for Employment**  
Cedar Grove Recreation, 525 Pompton Ave., Cedar Grove NJ 07009/973-239-1410

**\*REQUIREMENTS:**

***\*IF YOU HAVE NEVER WORKED FOR THE TOWNSHIP BEFORE;***  
***Please return this application with a copy of your social security card and a photo ID***  
***(School ID, Driver's License, Passport, etc...)***

**\*Summer Playground Applications:** Please be aware that you must be available to work **EVERY DAY** during this 5 week program. There is no allowance for any time to be taken during the length of the program. For summer 2019, the playgrounds will run from July 1<sup>st</sup>-August 2<sup>nd</sup>. There will be no camp on Thursday, July 4<sup>th</sup>. All playgrounds will operate on the following schedule; Tot-Lot (MMS) 9:00-11:30am. North End/South End and Sports Camp(CGHS) 8:45am-12:00pm. **Any application received after April 5<sup>th</sup> will be put on a wait list.** (Applications left in drop box or mailed, will be dated when received)

**\*Pool Applications:** Lifeguards must submit certifications every year; we are not responsible for keeping your previous certifications. If you are a new lifeguard, information on Lifeguard Certification classes will be mailed out with employment papers if hired. **Lifeguards will also be expected to attend In-Service Trainings during the pool season as part as your job description.** The pool will operate weekends only from May 25<sup>th</sup>-June 16<sup>th</sup>, and open full-time from June 21<sup>st</sup>-September 2<sup>nd</sup>. All pool staff is expected to work at least two out of three holidays. This includes Memorial Day, Fourth of July and Labor Day. **Any application received after April 5<sup>th</sup> will be put on a wait list.** (Applications left in drop box or mailed, will be dated when received)

**APPLICANT**

**Full Name** \_\_\_\_\_ **Age** \_\_\_\_\_ **DOB** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex:** **F** **M**

**Address** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email** (checked regularly) \_\_\_\_\_ **Social Security #** \_\_\_\_-\_\_\_\_-\_\_\_\_ **\*T-SHIRT SIZE** \_\_\_\_\_

**Please check job you are applying for:** Summer Playground \_\_\_\_ Sports Camp \_\_\_\_ Pool \_\_\_\_

**EDUCATION**

**Present Grade in HS or College** \_\_\_\_\_ **School** \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE**

List previous experience beginning with the first and ending with last/current position

<u>Employer</u>	<u>Position</u>	<u>Dates Position Held</u>

**POOL ONLY:**

**If applying to be a lifeguard; Fill out information below and include a copy of your certification with your application.**

\_\_\_ Expires: \_\_\_\_\_ American Red Cross Advances Life Saving

\_\_\_ Expires: \_\_\_\_\_ Red Cross First Aid

\_\_\_ Expires: \_\_\_\_\_ Water Safety Instructor

\_\_\_ Expires: \_\_\_\_\_ Other \_\_\_\_\_

Please circle: **LIFEGAURD** **MAINTENANCE** **FRONT DESK** **HEAD GUARD** (can only apply w/ 3 yrs. Guard experience)

(If applying for Head Guard, please circle Lifeguard and Head Guard)

**Mark an 'X' if interested in Coaching Swim Team?** \_\_\_\_ If interested please circle: **Head Coach** or **Asst. Coach**

We supply all staff with T-Shirt and lifeguards with bathing suit:

\*Swim Suit Size \_\_\_\_\_ (*Women's Sizes: XS, S, M, L, XL, XXL*) – (*Men's Sizes: S, M, L, XL, XXL*)

**ORIENTATION DATES: YOU MUST ATTEND MEETING AS A CONDITION OF EMPLOYMENT**

**Mandatory Pool Employee Orientation-** May 21<sup>st</sup> at the Cedar Grove Pool; Maintenance/Office at 5:45pm & Lifeguards at 6:00pm.

**Mandatory Summer Playground Employee Orientation-** June 11<sup>th</sup> at 6:00pm, in the Court Room on the 2<sup>nd</sup> floor of Town Hall.

***\*I agree to be available on the dates provided and adhere to all requirements listed as a condition of employment;***

\*Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*NOTE: Completing this application in NO WAY guarantees employment. If you have been employed in prior years, you must still abide by all requirements listed on this application. Any application received after April 5<sup>th</sup> will be put on a wait list.**