City of Camden

Seasonal Pool Program
Application Instructions

Dear Applicant,
The City of Camden, Department of Human Services offers a wide variety of activities through our summer programs for city residents. As a result, we have many opportunities for seasonal summer employment.

Minimum Qualifications for Employment:

- Must be at least 14 years of age
- Must be available to work up to 10 weeks (5-7 days per week depending on position) between the dates of June 22, 2015 – August 30, 2015, shifts will vary. (6am – 11am or 7 am – 12 pm for all minors, and 12-8pm for adults)
- Current high school student (for all minors - under 18)
- High school diploma/G.E.D. (for all adult positions)

Complete each section of the attached application fully. Review all of the information to ensure it is correct. Resumes will be accepted as supplemental information, however do not write "see resume" in response to questions on the application. Failure to complete the application thoroughly could result in disqualification from the review process.

All forms require a signature and must be submitted in person. Applications cannot be submitted electronically. Return completed applications to:

City of Camden
Department of Human Services
Bureau of Recreation
North Camden Community Center
1000 N. 6th Street
Camden, New Jersey 08102
Phone: (856) 968-6444

Applications will be accepted and considered complete <u>ONLY</u> if each of the following items are submitted:

- Complete employment application
- Copy of two forms of identification: (FOR ADULT APPLICANTS)
  - Social Security Card
  - New Jersey Driver's License or State/County ID

For all applicants ages 17 and under:

- Working Papers
- Birth Certificate
- Social security card
- Most recent report card

Application must be legible, complete and signed. Resumes are optional, but will not be accepted in lieu of an application.
Applicants may be required to undergo a personal interview.
Potential adult hires are required to pass a physical, drug screening and criminal background check.

All applications must be received by Friday, May 22, 2015

Please note: **Above requirements are necessary for consideration for employment only, obtaining the above requirements does not guarantee employment.**

CITY OF CAMDEN
DEPARTMENT OF HUMAN SERVICES
SUMMER POOL PROGRAM
EMPLOYMENT OPPORTUNITIES

We are currently accepting applications for temporary summer employment for the 2015 Summer Pool Program. We are seeking enthusiastic and dedicated individuals to provide Camden youth with a great summer experience filled with safe, fun activities.

RECREATION POOL SUPERVISOR

Will supervise Life Guards, security and recreation aides assigned to our pools. They will ensure life guard coverage and adherence to pool safety rules, as well as assign and oversee pool maintenance responsibilities (i.e. removing debris from pool, keeping shower areas clean, keeping pool decks clear/clean, etc.)
Sunday - Saturday, Shift may vary $15.00/hr.

RECREATION POOL LEADER (SECURITY)

Responsible for the safety of those individuals in our pool and the pool facility. Maintains entrance gate at all times. Maintain sign in sheets. SORA License preferred!
Enforces rules and regulations with patrons.
Sunday – Saturday, 12:00 pm – 8:00 pm $12.00/hr.

RECREATION POOL LEADER (POOL MAINTENANCE)

Will supervise pool aides during morning pool maintenance. Responsible for supervising and performing routine pool maintenance responsibilities (i.e. removing debris from pool, ensuring that shower areas are clean, keeping pool decks clear and clean, etc)
Sunday – Saturday, 6:00 am – 12:00 pm $10.00/hr.

RECREATION POOL AIDE

Responsible for ensuring adherence to pool safety rules, as well as performing routine pool maintenance responsibilities (i.e. removing debris from pool, keeping shower areas clean, keeping pool decks clear/clean, etc.)
Sunday-Thursday, Shift may vary $8.50 - 9/hr.

For additional information contact:

Amanda Thompson
North Camden Community Center
Department of Human Services
Bureau of Recreation
1000 N. 6th Street
Camden, New Jersey 08102
Phone: (856) 757-7096 or (856) 968-6444
Fax: (856) 757-7360
www.ci.camden.nj.us

Application Deadline is May 22,2015

"THE CITY OF CAMDEN IS AN EQUAL OPPORTUNITY EMPLOYER"

City of Camden

2015
Seasonal Pool Program Application

Print information in ink. Please include all information required, even if listed in your resume.

PERSONAL INFORMATION

Name: _____ Date of Application: _____

Social Security #: _____ Date of Birth: _____
(OFFICIAL CARD MUST BE PRESENTED)

Home Address: _____

City: _____ State: _____ Zip: _____

Cellular Phone #: _____ Home Phone #: _____

Email Address: _____ @ _____.____

U.S. Citizen: _____ If NOT, Visa # and expiration date: _____

POSITION APPLYING FOR

_____Life Guard _____Pool Supervisor _____Pool Coordinator _____Pool Security _____Pool Aide

Minimum Salary: _____ Date Available: _____

EDUCATION

Highest Grade Completed: (K-12) _____ Diploma/G.E.D. _____Yes _____No

Trade Schools Attended: _____

Dates Attended: _____ Major: _____

Colleges Attended: _____

Dates Attended: _____ Major: _____

State any additional information you feel may be helpful to us in considering your application:

_____

_____

_____

(OVER)

EMPLOYMENT HISTORY

Are you currently employed? _____ Yes _____No

If YES, list current employer; If NO list last employer (You may attach a resume)

Employer: _____ Phone #: _____

Address: _____ City:_____ State:_____ Zip:_____

Position: _____ Dates: _____

(IF NO LONGER EMPLOYED)Reason for Separation:_____

(Attach additional sheet if necessary)

Have you previously work for the City of Camden? _____ Yes _____ No

If yes, Job Title: _____ When: _____

References

Please give the name, address and telephone number of three professional references who are *not* related to you:

1._____

2._____

3._____

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience

_____

_____

_____

CERTIFICATIONS

I now certify to the best of my knowledge and belief, that all of my statements are true and made in good faith.

I hereby authorize the City of Camden to request from law enforcement agencies, or other relevant entities, any information pertaining to my background deemed necessary in determining my suitability for employment. I also release said parties from any and all responsibility in supplying the requested information.

I understand that upon an offer of employment, I must undergo a physical examination including drug screening. By failing these examinations, the offer of employment will be withdrawn. I understand that my employment as a temporary employee does not entitle me to benefits extended to regular employees. These include health, pension, leave time, compensation time and holidays.

Signature: _____ Date: _____

"An Equal Opportunity Employer"

For Human Services Use ONLY

Received By: _____ Date: _____

AFFIDAVIT OF RESIDENCE OF
EMPLOYEE OF CITY OF CAMDEN
(CITY RESIDENT)

STATE OF NEW JERSEY)
SS:
COUNTY OF CAMDEN)

I, _____, of full age, being duly sworn upon my oath according to law, depose ad say:

1. I am an employee of the City of Camden, My present position is _____.

2. I am a permanent resident of the City of Camden. My permanent home address is _____, Camden, New Jersey, this meaning the place at which I and my family live, and where I now intend to remain.

3. I am aware that Ordinance MC-1760 requires, as a condition of my employment, that I maintain my permanent residence and home in the City of Camden as long as I remain a City employee, unless specifically exempted under Section 1(c) thereof.

_____

(Signature)

Sworn an Subscribed to
Before me this ____day
of _____2015