

**VILLAGE OF CALEDONIA
APPLICATION FOR EMPLOYMENT**

Date Application Received: _____
 Title of Position: _____
 Application: Approved ___ Disapproved ___ Conditional ___

Instructions: Answer all questions fully. All qualifying information must be placed on this application. Resumes *may not* be used to supplement the application. You should review the minimum qualifications for the position before completing this application. If space is needed, please attach additional sheets.

<p>1. NAME, MAILING ADDRESS/PHONE (Please print)</p> <p>_____ (Last) (First) (M.I.)</p> <p>_____ Street or Post Office Box Address</p> <p>_____ City/Town State Zip Code</p> <p>_____ Home Phone Cell Phone</p> <p>2. Social Security Number: _____-_____-_____ 3. Are you <i>under</i> 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Do you have the right to accept employment in the Unites States? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. State your permanent legal residence: School District: _____ City/Village/Town: _____ County: _____ State: _____</p> <p>6. Have you resided at your current address for at least 4 months? <input type="checkbox"/> Yes <input type="checkbox"/> No 7A. Were you ever discharged from employment for reasons other than lack of work? <input type="checkbox"/> Yes <input type="checkbox"/> No 7B. Did you ever resign from employment rather than face dismissal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>7C. If you have served in the US Armed Forces, did you receive a <i>dishonorable</i> Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No 7D. Have you ever been convicted of a crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No 7E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charges? <input type="checkbox"/> Yes <input type="checkbox"/> No 7F. If you answered YES to any of questions A-7E, provide a complete explanation of the circumstances on a separate sheet of paper including: the date, the parties involved, the facts and the outcome. NOTE: A YES is not an automatic bar to employment unless otherwise required by law. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position. NEW YORK & FEDERAL LAW PROHIBITS DISCRIMINA-TION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION SHOULD BE VIEWED AS EXPRESSING ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO THIS PROTECTED CLASSIFICA-TIONS IN CONNECTION WITH EMPLOYMENT BY LIVINGSTON COUNTY MUNICIPALITIES.</p>
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**If an examination is required for this position, do you: have veteran's credits? Yes, as a disabled vet Yes, as a non-disabled vet No; need special arrangements? Religious Observer Handicapped Person Other:

Have you taken an exam for this position within the last 6 months? Yes No
THIS AFFIRMATION MUST BE COMPLETED. I affirm that the statements made on this application (including any attachments) are true under penalties of perjury. **ALL STATEMENTS ARE SUBJECT TO VERIFICATION.**

Signature of Applicant
 Date

Print any other last name for which you have been known

EDUCATION

8A. Have you graduated from high school? Yes No
 If YES, give the name and location of the high school.
 If NO, do you have a GED diploma? Yes No

UNDERGRADUATE/GRADUATE EDUCATION

8b.	Name & location of School	Number of Years Credited	Were you graduated?	Type of course or major	Number of college credits received	Type of Degree received	If still in school, date degree expected.
College, University or Technical School							
College, University or Technical School							
Please list other schools or special courses							

9. PROFESSIONAL LICENSES: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement, fill in the following blanks. If not currently licensed, please check this blank. I am not currently licensed.

Name of Trade or Profession:	License Number:	Granted by (licensing agency)	City & State of:
Specialty:	Date License issued:	Registered from (Mo/Yr)	Registered to: (Mo/Yr)

10. DRIVER'S LICENSES: If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? Yes No
 If you have a commercial motor vehicle's license, check the endorsements which you have:
 Hazardous Materials Tank Other, please describe: _____

11. DESCRIPTION OF EXPERIENCE:

Beginning with the most recent, describe below all employment which is relevant to the minimum qualifications of the position for which you are applying. **All blanks must be completed fully.** Omissions **will not** be interpreted in your favor. Information must be on application.

Length of Employment From: _____ To: _____	Name of Employer, Address and Telephone: List Duties:
Type of Business:	
Your Title:	
Supervisor's Name and Title:	
Number of hours worked per week:	
Do not include overtime hours.	

Length of Employment From: _____ To: _____	Name of Employer, Address and Telephone: List Duties:
Type of Business:	
Your Title:	
Supervisor's Name and Title:	
Number of hours worked per week:	
Do not include overtime hours.	

Length of Employment From: _____ To: _____	Name of Employer, Address and Telephone: List Duties:
Type of Business:	
Your Title:	
Supervisor's Name and Title:	
Number of hours worked per week:	
Do not include overtime hours.	

Length of Employment From: _____ To: _____	Name of Employer, Address and Telephone: List Duties:
Type of Business:	
Your Title:	
Supervisor's Name and Title:	
Number of hours worked per week:	
Do not include overtime hours.	

RECREATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: Assists the Recreation Leader or Recreation Director in the conduct of any recreation program. The work is performed under the direct supervision of the Recreation Leader or Recreation Director. A Recreation Aide does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with such activities as softball, badminton, hikes, arts & crafts, etc;
Assists in the supervision of play activities;
May act as a chaperone on field trips;
May assist with a swimming program;
Assists in all programs planned for a recreation facility; and
Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Ability to work with all age groups; ability to understand and carry out oral and written directions; mental alertness; tact; courtesy; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: None is required. Some experience working with children or working in a recreation program is desirable.

NOTE: Recreation Aides will receive training to be certified in CPR and first aid.

Recreation Aides – C in all divisions

Recreation Aides, part time – L in all divisions

11/30/83, Revised 3/6/2018

RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the conduct of a particular program under specific policies; the responsibility for a single playground under general supervision; or assisting with the conduct of various minor or periodic activities. This position is generally associated with the leadership of a particular facility or the conduct of a single playground. Work is performed under the general supervision of the Recreation Director or the supervising board or commission. Supervision may be exercised over subordinate level personnel. A Recreation Leader does related work as required.

TYPICAL WORK ACTIVITIES:

- Carries out the program planned for a recreation facility;
- Organizes groups according to age, interest, and ability;
- Organizes, promotes, and directs activities such as softball, badminton, paddle tennis, nature studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatics, or quiet games;
- Supervises play activity;
- Assists with the organization and supervision of a gymnasium program;
- Assists in the organization of and conducts tournaments i.e., basketball, bowling, badminton, or volleyball, and table game leagues;
- Assists in the organization of and conducts socials, dances, and other special events;
- Plans daily schedule of playground activities;
- Acts as an official and maintains order at games and contests;
- Collects entries and makes drawings;
- Keeps records and makes periodic reports;
- Inspects equipment for safety;
- Operates a Public Address System and Movie Projector;
- Attends staff meetings to discuss special problems, the inter-playground program, and the community recreation program;
- Distributes, keeps records of, and maintains equipment; and
- Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conduct of games or athletic events; ability to stimulate and hold the interest of the participants; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2
Training/Education	<input type="checkbox"/> Completion of two years of study at a college or university of recognized standing.	<input type="checkbox"/> Completion of high school or possession of a high school equivalency diploma.

General experience	<input type="checkbox"/> None required.	<input type="checkbox"/> Two years of experience in the conduct of recreation activities.
Supervisory experience	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.
License/ Certification	<input type="checkbox"/> See Note below.	<input type="checkbox"/> See Note below.
Other requirements	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.

Part-time service will be given prorated credit toward experience requirements.

NOTE: Recreation Leaders will receive training to be certified in CPR and first aid.

Recreation Leaders – C in all divisions
 Recreation Leaders, part time – NC in all divisions
 Recreation Leaders, seasonal – NC Town, Village

Revised 12/15/83, 3/6/2018