

# **Caledonia Recreation Application for Employment**

**Name:**

**Phone:**

**Email:**

**Please list volunteer experience below.**

**Why do you want to work for the Caledonia Recreation Program?  
Please answer in a paragraph no more than 100 words.**

**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><b>1. NAME, MAILING ADDRESS/PHONE</b> (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: <b>Collected upon hire</b></p> <p>3. Are you <i>under</i> 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you have the right to accept employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p> <p>7 A. Were you ever discharged from employment for reasons other than lack of work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p> <p>7D. Have you ever been convicted of a crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p><b>NEW YORK &amp; FEDERAL LAW PROHIBITS DISCRIMINATION 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 CLASSIFICATIONS IN CONNECTION WITH EMPLOYMENT BY LIVINGSTON COUNTY MUNICIPALITIES.</b></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: _____	<b>Name of Employer, Address and Telephone:</b>
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: _____	<b>Name of Employer, Address and Telephone:</b>
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: _____	<b>Name of Employer, Address and Telephone:</b>
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: _____	<b>Name of Employer, Address and Telephone:</b>
Type of Business:	
Your Title:	
Supervisor's Name and Title:	
Number of hours worked per week:	
Do not include overtime hours.	

Caledonia Recreation  
is accepting applications  
for a Part-time Director

The Recreation Director will create and communicate a detailed schedule for the 7-week summer program in advance of the program. Implementation and coordination of all daily activities as well as supervise the recreational facilities, supervisors, volunteers, and program participants. The Director reports to the Recreation Commission and the Village and Town Boards of Caledonia. Qualifications can be found on the Village website: [villageofcaledoniany.org](http://villageofcaledoniany.org). or at the Village Clerk's Office, 3095 Main Street, Caledonia, NY 14423. All applications are due by March 1, 2024.

# RECREATION AIDE

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**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