BOROUGH OF LITTLESTOWN
APPLICATION FOR EMPLOYMENT

10 South Queen Street
Littlestown, PA 17340
Phone: (717) 359-5101
Website: littlestownboro.org

SUMMER REC
An Equal Opportunity Employer

(Please print or type)

Please check the position you are applying for: ☐ **Game Instructor** ☐ **Arts & Craft Instructor** ☐ **Recreation Director**

Last Name: _____ **First Name:** _____ **Middle Name:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____ **Email Address:** _____

Date Available to Start: _____ **Are you over the age of 18?** ☐ **Yes** ☐ **No** **If No, state your age** _____

Can you provide required proof of your elgibility to work? ☐ **Yes** ☐ **No**

Can you perform the essential duties of the job for which you are applying for with or without accomodations? ☐ **Yes** ☐ **No**

Have you ever been convicted of a crime other than a minor traffic offense? ☐ **Yes** ☐ **No**

If yes, state the nature of the offense, date, city and state below:

Nature of offense: _____ **Date:** _____ **City:** _____ **State:** ____

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Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.

During the past ten (10) years, have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? ☐ **Yes** ☐ **No**

Do you have the legal right to work in the United States? ☐ **Yes** ☐ **No** **If No, enter reason below:**

_____

_____

Record of Education

High School Attended: _____ **Location:** _____

Course of Study: _____ **To Date:** _____ **From Date:** _____

Degree/Certification Received: _____

Record of Education

College/Tech: _____ **Address:** _____

Course of Study: _____ **To Date:** _____ **From Date:** _____

Degree/Certification Received: _____

College/Tech: _____ **Address:** _____

Course of Study: _____ **To Date:** _____ **From Date:** _____

Degree/Certification Received: _____

Graduate School: _____

Other School/Training: _____

Record of Previous Employment

Start with your most recent job and list employment history for the past five(5) years.

Does your present employer know you are seeking employment elsewhere? ☐ **Yes** ☐ **No**

Employer Name: _____ **Position Held:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Supervisor: _____ **Phone:** _____ **From Date:** _____ **To Date:** _____

Nature of Work: _____

_____

Starting Salary: _____ **Ending Salary:** _____ **Reason for Leaving:** _____

Record of Previous Employment

Employer Name: _____ **Position Held:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Supervisor: _____ **Phone:** _____ **From Date:** _____ **To Date:** _____

Nature of Work: _____

_____

Starting Salary: _____ **Ending Salary:** _____ **Reason for Leaving:** _____

Record of Previous Employment

Employer Name: _____ **Position Held:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Supervisor: _____ **Phone:** _____ **From Date:** _____ **To Date:** _____

Nature of Work: _____

_____

Starting Salary: _____ **Ending Salary:** _____ **Reason for Leaving:** _____

Record of Previous Employment

Employer Name: _____ **Position Held:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Supervisor: _____ **Phone:** _____ **From Date:** _____ **To Date:** _____

Nature of Work: _____

_____

Starting Salary: _____ **Ending Salary:** _____ **Reason for Leaving:** _____

Record of Previous Employment

Employer Name: _____ **Position Held:** _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Supervisor: _____ **Phone:** _____ **From Date:** _____ **To Date:** _____

Nature of Work: _____

_____

Starting Salary: _____ **Ending Salary:** _____ **Reason for Leaving:** _____

Specialized Skills

Give information concerning any vehicle operator's license or any other license you now hold:

Type: _____ **Number:** _____ **State:** ____ **Expiration Date:** _____

Type: _____ **Number:** _____ **State:** ____ **Expiration Date:** _____

Type: _____ **Number:** _____ **State:** ____ **Expiration Date:** _____

List of specialized training courses or in the job training you have received

Type of Training	Location of Training

Other Information

Are you willing to work overtime, if necessary? ☐ **Yes** ☐ **No**

Any additional information you feel may be helpful when considering your application:

_____

_____

_____

_____

_____

_____

List three (3) personal references:

Name: _____ **Street Address:** _____ **Phone:** _____

Name: _____ **Street Address:** _____ **Phone:** _____

Name: _____ **Street Address:** _____ **Phone:** _____

List three (3) business references:

Name: _____ **Street Address:** _____ **Phone:** _____

Name: _____ **Street Address:** _____ **Phone:** _____

Name: _____ **Street Address:** _____ **Phone:** _____

JOB DESCRIPTION - RECREATION DIRECTOR
LITTLESTOWN BOROUGH OFFICE

General Definition:

Under the supervision of and in cooperation with the Littlestown Borough Manager and Secretary; plans, organized staffs and directs the Summer Recreation Program for the Borough of Littlestown.

Duties of the Job:

The Recreation Director shall:

- Prepare a general plan of the various activities to be offered during the program, including all special events; for submission to the Borough Manager or Secretary before the start of the program
- In cooperation with his/her staff, organizes and schedules all regular activities and special events. A copy of this schedule must be provided to the Borough Manager or Secretary, as soon as it is finalized
- Is responsible for the preparation of all time sheets and seeing that they are submitted to the Borough office for payment no later than noon on Mondays.
- Is responsible for the supervision of all activities and events of the Summer Recreation Program.
- Is responsible for the ordering, within the limits established by the budget and approved by the Property Committee, all equipment and supplies used in or purchased for the program
- Is responsible for the maintenance and accurate inventory of all supplies and equipment used in or purchased for the program
- Must maintain accurate attendance records for all activities of the program. This record must show a breakdown of the residency of the participants as to Borough of specific townships
- Is responsible for the publicity of upcoming activities and special events of a newsworthy nature and recognition of those taking part
- Is responsible for the establishment and operation of the morning milk program, profits from which must be used to the best advantage of the Summer Recreation Program and the participants. Monthly financial reports must be furnished to the Borough Secretary/Treasurer
- Is required to meet with the Borough Manager or Secretary during the year for which he/she was hired
- Should make recommendations for, staffing requirements, new or replacement equipment, new or additional activities, etc. to be considered for the new budget. These recommendations must be submitted to the Borough Manager or Secretary at the end of the program
- Shall perform those functions, not mentioned here, which are necessary for the successful operation of the program
- Shall perform those other functions, within the scope of his/her responsibility, which may be required by the Borough Manager or Secretary

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position

JOB DESCRIPTION - GAMES INSTRUCTOR
LITTLESTOWN BOROUGH OFFICE

General Definition:

Under the supervision of the Recreation Director, provides instruction and/or maintains discipline of various games and sports.

Duties of the Job:

The Games Instructor shall:

- Provides instruction in the proper rules and method of play for the various games and sports offered in the Summer Recreation Program
- Be responsible for the maintenance of discipline at all times
- Perform other such duties as may be required by the Recreation Director for the successful operation of the Summer Recreation Program. Those duties may include, but are not limited to, participation in other activities, such as arts and crafts, tracks, tennis, etc
- Be responsible to adhere to the hours of work as established by the Borough Manager or Secretary.

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position

JOB DESCRIPTION - ARTS AND CRAFTS INSTRUCTOR
LITTLESTOWN BOROUGH OFFICE

General Definition:

Under the supervision of the Recreation Director, provided Arts and Crafts Instruction to all interested participants of the Summer Recreation Program.

Duties of the Job:

The Arts and Crafts Instructor shall:

- Provide all necessary instruction in the various areas of the Arts and Crafts Programs.
- Be responsible for the collection of all charges made for materials used in projects of the partcipants.
- Be responsible for the maintenance and protection of all equipment and supplies provided by the Borough Manager, Secretary or School District.
- Perform other such duties as may be required by Recreation Director for the successful operation of Summer Recreation Program. Those duties may include, but are not limited to, participation in other activities, such as, games, track, tennis, etc.
- Be responsible to adhere to the hours of work as established by the Borough Manager or Secretary.

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position

APPLICANT'S STATEMENT
AND
WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. I understand, also, that I am required to abide by all rules and regulations of the employer.

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment.

I hereby give the Borough of Littlestown the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for service as a Borough employee. I authorize the employer to verify and investigate, at its discretion, the information contained herein; and I authorize my employers to furnish such information, and release them from any damage due to the furnishing of such information. I release from all liability and claims any and all persons, companies, and corporations (public and private) supplying any information whatsoever to representatives of the Borough of Littlestown. This includes, and is not limited to, parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless the Borough of Littlestown, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

I agree that a photocopy of this signed application shall have the effect of an original.

_____
Signature of Applicant

_____
Printed Name of the Applicant

_____
Date

I certify that I have witnessed the signature of the Applicant

_____
Witness Signature and Date