



TOWNSHIP OF

Parsippany-Troy Hills

Recreation Department

1001 Parsippany Boulevard
Parsippany, New Jersey 07054

Tel: (973) 263-7257

Fax: (973) 335-3655

Email: recreation@parsippany.net

Web: www.parsippany.net

Thank you for your interest in a Parsippany Recreation Summer Program Employee or Volunteer Position. Please fill out the attached Recreation Summer Program Application as well as the Township Employee Application. Applications will be accepted starting December 7th, 2018. **Applications MUST be postmarked or in our office no later than March 22nd, 2019.**

You can submit the application to the Recreation Department via

1. Email: recreation@parsippany.net
2. Fax: 973-335-3655
3. Postal Mail: Recreation Department, 1001 Parsippany Blvd., Parsippany, NJ 07054
4. In Person to our Office: 1 Knoll Drive, Lake Hiawatha, NJ 07034

Please Note:

2019 Summer Playground Program Employee Vacation Policy: All employees will be allowed a maximum of 5 days' vacation time. This will include all sports, school, etc. related days. You must be able to work all other days in order to be eligible for a position. Failure to meet this requirement, will result in loss of the position.

Save the Date! Mandatory Staff Orientation – Saturday, June 15th, 2019

*More Details to Follow.

***Please note:**

- We do not need the original applications.
- Incomplete applications will be sent back.
- Applications MUST be filled out by applicant only!!
- Must meet the vacation policy requirement.
- Applications will be accepted until March 22nd, 2019. We will be reaching out to ALL applicants in May. Please refrain from reaching out to us regarding application status.

Should you have any questions regarding the applications or the application process, please email us at recreation@parsippany.net.

Thanks,

Parsippany Recreation Department.



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****PLEASE FILL OUT BOTH THIS APPLICATION ALONG WITH THE TOWNSHIP APPLICATION ATTACHED.**

Please circle one:

Summer Employment

Only for applicants entering 10th grade & above in Sept. 2019

or

C.I.T. Employment

Only for applicants entering 9th grade in Sept. 2019

(Accepting Applications December 7nd, 2018 through March 22nd, 2019)

Name: _____

Date: _____

****Programs will start Monday, June 24th, 2019 and end Friday, August 16th, 2019****
Closed July 4th for the holiday.

Check the position desired. If more than one, please number your preferences.

Position	Time	Preference
All Day Playground Counselor	8 hours	
Half Day Counselor @ All Day Playground	4 hours	
Half Day Playground Counselor (list preferences below)	8:15am to 12:45pm	
Tot Time Program Counselor	8:45am to 12pm	
Tot Time Program Group Leader	8:45am to 12:15pm	
Program Director (All Day, 1/2 Day, Tot Time)	Varies	
Program Assistant Director (All Day, 1/2 Day, Tot Time)	Varies	

*** Program director & assistant director position times vary depending on the program.*

All Day is 8 hours, Half Day is from 8:15-12:45pm and Tot Time is from 8:45-12:15pm.

***Cannot guarantee a position will be available.*

For Half Day Program Employment Only:

Please number locations in order of preference.

Location	Preference Order
Knoll Park	
Lake Parsippany Park	
Mount Tabor Park	
Veterans Park	
Volunteers Park	

***Placement is done at our discretion.**

****Minimum of 3 preference location choices required.**

Full Street Address: _____ PO BOX #: _____

Home Phone #: _____

Cell Phone #: _____

Birth Date: _____

Age as of 6/24/19: _____

Social Security #: _____

Email: _____

See other side. →

Do you have a car at your disposal? _____

If you are currently in school, what year of education will you have completed on June 24th, 2019? _____

Example: Freshman Year of HS, Senior Year of HS, Jr. Year of College, etc.

If you're in College, where do you attend? _____

What is your major and/or minor? _____

If you live at school, when is your last day with us? _____

If you've completed college, where are you currently working? _____

*****If you're a certified teacher, please attach a copy of your certification!**

If you intend to take a vacation, what dates or # of days will you be out? (**Max. 5 days total**)

Do you play a Fall Sport? _____

If yes, do you know your summer practice schedule or when full time practice begins?

If we had a playground program 8/19/19-8/23/19 from 8am-5:30pm. Would you be interested in working it? *You must be available for all 5 days.* _____

Will you be available in the spring prior to the summer programs beginning to help with getting everything ready? _____

If yes, what date will you be available? _____

During the year, we have several special events where we need staff help. They are various township events and we would reach out when we need staff to see if you can help. Is this something you would be interested in? _____

By signing below, I understand and agree to the following:

- By filling out this application, I am not guaranteed a position.
- Positions are NOT filled on a first come, first serve basis.
- Placement is based on need at the time of hiring.
- Preference does not guarantee location placement.
- Volunteer Applicants can only volunteer up to 4 hours per day.
- Maximum 5 Vacation Days allowed.
- After 2 consecutive sick days, a doctor's note is required.
- Placement is at the discretion on the Recreation Department.

Print Applicants Name: _____

Applicants Signature: _____

Township of Parsippany-Troy Hills
 1001 Parsippany Boulevard
 Parsippany, NJ 07054

**Application For
 Employment**

An Equal Opportunity Employer
 (Do not include any information regarding race, color creed,
 religion, sex, national origin, or handicap)

DATE: _____

Complete entire application legibly. (A resume' may supplement but not substitute for this application).

NAME:					SOCIAL SECURITY NO.	
HOME ADDRESS:						TELEPHONE NO.
Number & Street		City	County	State	Zip Code	
Are you under 18 years of age? _____ Yes _____ No			Name of friends or relatives employed by us.			

False or misleading information provided in this application or as part of any interview may result in the discharge of the individual should he or she be employed by the Township.

Do you reside within the Township of Parsippany-Troy Hills?	Alien Reg No. If not a citizen	Dates (if) you were employed here before
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In Case of emergency, notify:					
Name		Address		Telephone No.	
Position Desired	Full Time	Part Time	Days and Hours if Part Time	Salary Expected	Date Available

How did you hear about this position?

EDUCATION			
Circle Highest Year Attended	Name and Location of School	Major Course of Study and Degree Earned	Year you Graduated?
Grammar School 5 6 7 8			
High School Fr Soph Jr Sen			
Other School or Apprenticeship			

U.S. MILITARY SERVICE		
Branch of Service	Rank	Specialty
Special skills or training received:		

Hobbies & Interests:

Current part-time or personal business:

EMPLOYMENT RECORD

PRESENT OR LAST EMPLOYER

Name of Company			Type of Business		
Address:					
Street & Number		City	State	Zip Code	Telephone
Title of Job	Employed From	To	Starting Rate	Present or Last Rate	
Description of Work:					
Name of Your Supervisor			Supervisor's Title		
Reason for Leaving			May We consult your employer?		

NEXT TO LAST EMPLOYER (List other employers in similar order)

Name of Company			Type of Business		
Address:					
Street & Number		City	State	Zip Code	Telephone
Title of Job	Employed From	To	Starting Rate	Present or Last Rate	
Description of Work:					
Name of Your Supervisor			Supervisor's Title		

Reason for Leaving					
Name of Company			Type of Business		
Address:					
Street & Number		City	State	Zip Code	Telephone
Title of Job	Employed From	To	Starting Rate	Present or Last Rate	
Description of Work:					
Name of Your Supervisor			Supervisor's Title		

Reason for Leaving					
Name of Company			Type of Business		
Address:					
Street & Number		City	State	Zip Code	Telephone
Title of Job	Employed From	To	Starting Rate	Present or Last Rate	
Description of Work:					
Name of Your Supervisor			Supervisor's Title		

Prior or Other Work Experience & Skills Not Listed Above:					
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REFERENCES

DO NOT GIVE RELATIVES OR FORMER EMPLOYERS AS REFERENCES				
Name	Address	Telephone	Business	Known For How Long?

This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no representative of the Township other than an authorized official has the authority to make any assurances to the contrary. If I am hired, I understand that I am free to resign at any time, with or without cause, and the Township reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. I understand that if I am hired, I will be required to provide proof of identity and legal work authorization. **A pre-employment medical examination will include a controlled substance abuse screening test.** The Township reserves the right to withdraw a conditional job offer if the prospective employee receives a positive drug test and reject an individual for employment if the medical examination determines that the job functions of the position cannot be performed with reasonable accommodation.

This application is current for 60 days. At the conclusion of this time I have not heard from the Township and still wish to be considered for employment, I may contact the Personnel Department to extend my application for another 60 days.

The Township prohibits discrimination in employment and ensures that all applicants are recruited, employed, and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job related medical condition or disability or any other legally protected status.

Are you able to perform a job without an accommodation? Yes or No. If "No," describe how you would perform what accommodation would be needed:

If the job for which you are applying requires a Commercial Driver's License (CDL), do you possess a valid CDL Yes or No? Failure to obtain a CDL where necessary is ground for termination. If the job for which you applied requires driving and you are on the suspended list, your application may not be considered.

Have you ever been convicted of a crime other than a minor traffic violation Yes or No? If Yes, explain.:

Conviction of a crime may not necessarily disqualify an applicant from employment.

I hereby authorize the investigation of all statements contained by this application. I hereby release the Township of Parsippany-Troy Hills or those individuals or corporations who provide information relating to my prior employment or character from all liability whatsoever that may issue from securing such information.

I agree to undergo a physical examination by a physician selected by the Township at any time before or during employment and authorize the examining physician to render to the Township complete reports of such examinations. If I am employed, I agree to abide by all the rules and regulations set forth by the Township. I understand that the job I am applying for is temporary, pending successful completion of a Civil Service Examination and appointing procedures (this may not apply to jobs with are temporary, part-time, summer or seasonal). I understand that as a work place, the Township's facilities are smoke-free.

SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE CLARIFICATION OF ANY ITEM IN THIS APPLICATION PLEASE ASK BEFORE SIGNING.

Date: _____

Signature: _____

DO NOT WRITE BELOW THIS LINE.

Interviewed	Comments	
Date		
Dept. Head Interview	Comments	
Date		
Dept. Assignment	Title	Civil Service Status Temporary Class-Non Competitive Class- Prov. _____ Perm. Unclass-Statute Starting Date
Bi Weekly Hours	Salary	
A.A. P Code (After Employment) C B S O I M F	D.O.B. (After Employment)	