

APPLICATION FOR SEASONAL EMPLOYMENT AT YOUTH BUREAU AND/OR GIAC

ANSWER ALL QUESTIONS FULLY AND CAREFULLY. Print in ink or use typewriter. Attach additional sheets if necessary in order to give complete and detailed information. All statements are subject to verification.

Title of Position you are applying for: _____ **Can work from:** ____ / ____ / ____ **to** ____ / ____ / ____
Agency or Facility at which you wish to work (please list all locations): _____

1. Name: _____ **2. Email Address:** _____
 Last First M.I.
Permanent Address: _____
 Street Address City or Post Office Box State Zip
Local Address (if different): _____
Telephone Number: Home: () _____ Cell: () _____ **3. If under 18, please enter date of birth:** ____ / ____ / ____

- 4. Check appropriate answer for each question:**
- | | | |
|--|------------------------------|-----------------------------|
| A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Did you ever resign from any employment rather than face dismissal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Have you ever been convicted of any crime (felony or misdemeanor)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Are you now under charges for any crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "YES" to any of the questions above, give specifics under **REMARKS** on page 2 of this application. **None of the above circumstances represents an automatic bar to employment.** Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

- 5.** Do you have legal right to accept employment in the US? Yes No Proof of identity and eligibility will be required upon employment.
- 6.** Have you ever worked for the City of Ithaca, Ithaca City School District or Ithaca Housing Authority? Yes No

7. EDUCATION

Have you graduated from high school? Yes No
 If yes, give name and location of high school: _____
 If no, do you have a high school equivalency diploma (GED)? Yes No
 If yes, indicate issuing government authority _____
 Number: _____ Date of Issue: _____
 If no, give highest grade completed: _____

If you have attended college, please complete the following:

College, University, Professional or Technical School	Name of School and City in which located	Dates of Attendance (Month and Year)	Did You Graduate?	Type of Course or Major Subject	Number of College Credits Received	Type of Degree Received	Date Degree Rec'd or Expected
		From To					

If the position you are applying for requires a driver's license, complete this question:

- 8.** Do you have a valid N.Y.S. motor vehicle operator's license? Yes No
 If yes, class: _____ Expiration Date: _____ Number: _____

9. Please list any certifications (i.e. Lifesaving, CPR, etc.) that you possess. All Lifeguard applicants **MUST** fill in & attach copies.

Name of certification	Agency issuing certification	Date Issued	Expiration Date:

If you are age 14 - 16, would you like us to refer your application to the Youth Employment Service of the Ithaca Youth Bureau? Yes No

Would you like us to share your application with other camp directors looking for staff in the Greater Ithaca Area? Yes No

10. Description of Experience:

Length of Employment	Firm Name	Address	City and State
From To			
Earnings (Circle One)	Duties:		
\$ _____ /WK/MO/YR			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
No. of hours worked per wk.			

Length of Employment		Firm Name	Address	City and State
From	To			
Earnings (Circle One)		Duties:		
\$ _____ /WK/MO/YR				
Type of Business				
Your Exact Title				
Name of Your Supervisor				
Supervisor's Title				
No. of hours worked per wk.				

NOTE: Please attach additional sheets if you have additional work experience.

11. **Lifeguard Applicants ONLY:** Please indicate your total experience (in years) for each of the following:

Pool _____ Waterfront _____ Swim Instructor _____

12. **References: Please list three references for us to contact**

A. Name: _____ Relationship: _____
 Email address: _____ Phone Number: () _____
 Address: _____

B. Name: _____ Relationship: _____
 Email address: _____ Phone Number: () _____
 Address: _____

C. Name: _____ Relationship: _____
 Email address: _____ Phone Number: () _____
 Address: _____

The State of New York and the City of Ithaca prohibit discrimination in employment based on the actual or perceived age; creed; criminal history; color; disability; domestic violence victim status; ethnicity; familial status; gender; gender identity or expression; height; weight; immigration or citizenship status; marital status; military status; national origin; predisposing genetic characteristics; race; religion; sexual orientation; or socioeconomic status of an individual.

REMARKS: (Use this space to provide any special skills, hobbies or additional information, as necessary. If more space is required, attach additional 8 1/2" x 11" sheet.)

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

THIS AFFIRMATION MUST BE COMPLETED

I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury.

Signature of applicant

Date

Please return this Application for Seasonal Employment to any of the following locations:

Ithaca Youth Bureau, 1 James L. Gibbs Drive, Ithaca, NY 14850
 Phone: (607) 273-8364 Fax: (607) 273-2817

GIAC, 318 North Albany Street, Ithaca, NY 14850
 Phone: (607) 272-3622 Fax: (607) 272-0250

Cass Park, 701 Taughannock Blvd., Ithaca NY 14850
 Phone (607) 273-1090 Fax: (607) 273-8633

Or mail to:

CITY OF ITHACA HUMAN RESOURCES /CIVIL SERVICE DEPARTMENT
CITY HALL - 108 EAST GREEN STREET - ITHACA, NEW YORK
PHONE: (607) 274-6539 FAX: (607) 274-6574

CITY OF ITHACA - AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION

**CITY OF ITHACA SEASONAL STAFF APPLICATION
(GIAC and YOUTH BUREAU)**

DESCRIPTION OF AVAILABLE POSITIONS:

- Camp Director / Assistant Director: Minimum age 21
- Senior Counselor, Instructors, Inclusion Specialists: Min 18yrs
- Junior Counselor & Assistant Instructors: Minimum age 16*
- Specialist: Arts & Crafts, Music, Recreation, Drama, Sports, Nature, Archery, Sailing, Canoeing, etc. Minimum age 18
- Lifeguard: Minimum age 15 (by 1st day of pool season)
- Swim Instructor: Minimum age 17
- Manager (Cass Park – **promotional only**): Minimum age 20
- Assistant Manager (Cass Park): Minimum age 18
- Cashier (Cass Park): Minimum age 16*
- Skate Sharpeners: Minimum age 18
- Rink Guard: Minimum age 16
- Skate Instructor: Minimum age 16

* 14 and 15 years olds are encouraged to get assistance from the Youth Employment Service, 273-8364

DIRECTIONS: Please (✓) check each program you are interested in and (O) circle the positions you are interested in.

PROGRAMS - GIAC

- Summer Camp:**

Senior Counselor	Junior Counselor	Specialist (list)
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- Alex Haley Pool:** End of May thru Labor Day

Lifeguard	Swim Instructor	Cashier
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- Teen Program:** Food Cart Assistant. Minimum age 20. Applicants should have food preparation experience.
- Basketball League:** Men's and Teen League. Weekday evenings.

Court Supervisor	Scoreboard Operator	Referee
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- Teen Program:** Educational Assistants for TEACH program. Applicants should be knowledgeable about middle and high school curriculums.
- Youth Program:** Weekday afternoons.

Tutoring Assistant	Multicultural Assistant	Counselor
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- Recreation Program:** Afternoons/Nights/Weekends

Recreation Attendant	Recreation Assistant
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PROGRAMS - YOUTH BUREAU

- Cass Park Day Camp:** for ages 5-8; 6-7 weeks; 9:00 a.m. - 4:00 p.m.

Senior Counselor	Junior Counselor	Specialist (list)
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- Stewart Park Day Camp:** for ages 8-13; 7 weeks; 9:00 a.m. - 4:00 p.m.

Senior Counselor	Junior Counselor	Specialist (list)	Lifeguard
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- Golf Instructor:** 6 weeks

Instructor	Assistant Instructor
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- Tennis Instructor;** 4-8 weeks/season

Instructor	Assistant Instructor	(circle)	Spring	Summer
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- Summer Drama Programs:** for ages 7-12 or 4-6; 6-8 weeks, 9:00 a.m. - 12:00 p.m. or 1:00-4:00 p.m. Applicants should have experience in theater and teaching children.

Assistant Instructor	Lead Instructor
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- Inclusion Specialist for Youth with Disabilities:** for ages 5-14; 6 or 7 weeks; 9:00 a.m. - 4:00 p.m. at various summer camp programs.
- Municipal Jobs Program:** beginning work experience for teens that live in the City of Ithaca. Apply through the Youth Employment Service, 273-8364
- Youth Development Programs:** for various ages & program times

Program Leader	Program Assistant	Other (list)
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- Lifeguards (Cass Park Pool):** Minimum age 15 yrs. **Must be fully certified**. Available mid-June through end of August. Hours of operation vary. All lifeguard applicants must include copies of current, valid certifications. Certifications must be valid through Labor Day. All lifeguard applicants must successfully take and pass the City of Ithaca's Lifeguard practical, and a CPR/First Aid written exam. Availability of positions for 15-16 year olds is determined by NYS Department of Health Regulations.
- Swim Instructors (Cass Park Pool):** Minimum age 17 yrs. Coaching/teaching experience or WSI certification required. Available June through August.
- Managers (Cass Park Pool):** Minimum age 20 yrs. **These positions are promotional opportunities**. Prior experience working at Cass Park is required. Available end May through end August.
- Assistant Managers (Cass Park Pool):** Minimum age 18 yrs. Experience necessary. Available end May through end August.
- Cashier (Cass Park Pool):** Minimum age 16. No experience necessary. Available mid-June through end August.
- Baseball:** for ages 5-9 yrs.; March-June; Mon-Fri, 5:00-8:00p.m. **League Director**
- Boys Lacrosse:** for ages 6-14 yrs.; March-May; Wednesday Evenings & Sunday Afternoons **League Director**
- Girls Lacrosse:** for ages 6-14 yrs.; April-June; Wednesday Evenings & Sunday Afternoons **League Director**
- Soccer:** for ages 5 - 14 yrs.; September-October; Sunday Afternoons

Referee	Referee Coordinator	League Director
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- Expressive Arts (Art, Dance, Drama, or Music) Instructor:** for ages 4 - 12 yrs.; September-June

Instructor	Assistant Instructor
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- Basketball:** for Grades 1-8; November - March; Sunday Afternoons and 1-2 evenings per week

Referee (3rd – 5th grade)	Instructor (1st & 2nd grade or 6th)
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- Managers (Cass Park Rink):** Minimum age 20 yrs. **These positions are promotional opportunities**. Prior experience working at Cass Park is required. Available October through March.
- Assistant Managers (Cass Park Rink):** Minimum age 18 yrs. Experience necessary. Available October through March.
- Cashier (Cass Park Rink):** Minimum age 16. No experience necessary. Available October through March.
- Skate Instructor (Cass Park Rink):** Minimum age 16 yrs. Teaching/competitive experience necessary. Available October through March (no instruction over the winter holidays).
- Rink Guard (Cass Park Rink):** Minimum age 16 yrs. Must have excellent skating ability. Available October through March.
- Skate Sharpeners (Cass Park Rink):** Minimum age 18 yrs. Experience preferred. Available October through March.
- Tot Spot:** stay & play program for 5mos – 5 yrs; mid October to late April : minimum age 14 yrs. Must have ability to lift, carry & maneuver bulky and heavy play equipment to set-up and pack-up for program– M, T, Th & Sa 9:30-11:30am

Program Leader (min. 18 yrs)	Program Assistant (min. 14 yrs)
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CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

CRIMINAL HISTORY APPLICATION SUPPLEMENT

This form must be completed if you are applying for any of the following:

- Law enforcement positions
- Youth service positions
- All City Department Heads and Deputy Department Heads
- All Ithaca Housing Authority positions

Applicant name: _____

Position/Examination for which applying: _____

1. Have you ever been convicted of any crime (felony or misdemeanor)? _____ Yes _____ No
2. Are you currently under charges for any crime? _____ Yes _____ No

INSTRUCTIONS

If you have been convicted of a crime, or have criminal charges currently pending against you, you must list all prior convictions and pending charges and provide the details requested below. A **Certificate of Disposition** for each conviction must also be provided. Certificates of Disposition are issued by the court that had jurisdiction over the criminal case and can be obtained from that court. Additionally, if you have received a **Certificate of Good Conduct** or a **Certificate of Relief from Civil Disabilities**, please provide that documentation as well.

In most cases, conviction of a criminal offense does not constitute an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position or examination for which you are applying, in accordance with the provisions of Article 23-A of NYS Corrections Law.

CRIMINAL OFFENSE	DATE OF CONVICTION	CITY AND STATE IN WHICH CONVICTED	DISPOSITION/SENTENCE

I affirm that the statements made on this attachment to my application are true under the penalties of perjury.

Signature of applicant

Date

HR Use Only

<input type="checkbox"/> HR Reviewed	<input type="checkbox"/> Hiring Supervisor Notified of Approval or Disqualification
Fingerprint scan: <input type="checkbox"/> Not required	<input type="checkbox"/> Required and reviewed <input type="checkbox"/> Results match information



Ithaca Youth Bureau
Applicant Background Check Information Sheet



The Ithaca Youth Bureau is committed to providing recreation and youth development programs to promote the health, happiness, and well-being of all youth and families in the greater Ithaca area. We take pride in providing experiences and programming that are staffed by caring, qualified and experienced staff. To ensure safety to all staff and participants a background check for all seasonal staff age 18 and up will be conducted as the final step in the hiring process.

If you are offered a position with the Ithaca Youth Bureau it means you have successfully completed the application, interview and reference check process. The final step is a background check. Our Executive Assistant will send you an email invite to complete information with Commercial Investigations, our background check company.

When you receive the email invite please respond as soon as possible. Background checks take one to two days to complete and your employment is not official until the check has been received and reviewed by the director or deputy director. If you are working at one of our Day Camps we will share the results of your sexual registry check with the Tompkins County Health Department in order to comply with NYS camp permitting regulations. You will be asked to sign a release as part of your email invite from Commercial Investigations. If you have questions about this process please direct them to the hiring supervisor. In addition the consent below authorizes us to contact your references and past/current employer's.

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I give authorization to the City of Ithaca to verify any information listed on my application, resume, and any other materials I have provided for employment consideration.

I also authorize any employer, school, and other individual or agency that has knowledge of me, or my records to release information to and communicate freely with the City of Ithaca. I hereby release any individual, entity and the City of Ithaca from all claims of liabilities that might arise from the inquiry into or disclosure of information related to employment consideration, including claims under law and any claims for defamation or invasion of privacy.

Signature: _____

Print Name: _____

Date: _____