



## Town of East Greenwich Application for Employment

POSITION INFORMATION				
Position Desired	Department Desired	Date of Application		
PERSONAL INFORMATION				
Last Name	First Name	Home Phone		
Street Address		Cell Phone		
City, State, Zip		Email		
Have you ever applied for employment with us? <input type="checkbox"/> No <input type="checkbox"/> Yes When did you apply?		Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about this position?				
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Former Town Employee from _____ to _____		<input type="checkbox"/> Dept. of Labor	
<input type="checkbox"/> Internet	<input type="checkbox"/> Current Town Employee Name _____		<input type="checkbox"/> Other _____	
Type of employment desired? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/> Summer			Will you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pay desired?	Are you eligible to work in U.S.?		When can you start?	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Class: _____		Has your driver's license, permit, or privilege to operate a motor vehicle ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No		
EDUCATION				
School	Name & Location of School	No. of Yrs. Completed	Course of study	Degree/Diploma
College/Graduate				
Business/Trade/Technical				
High School				
MEMBERSHIPS, LICENSES AND CERTIFICATIONS				
MILITARY SERVICE				
Did you serve in the U.S. Military? <input type="checkbox"/> Yes Dates of Service: _____ <input type="checkbox"/> No				
List training / experience relevant to the position you are applying for:				

**WORK EXPERIENCE***This section must be completed in full. Do not use "See Resume". Start with most recent employer.*

Company Name	Phone Number/Email Address		
Address	Dates employed		
Name of Supervisor	Pay Rate:	Starting	Ending
Position Title and Duties	Reason for leaving		
Company Name	Phone Number/Email Address		
Address	Dates employed		
Name of Supervisor	Pay Rate:	Starting	Ending
Position Title and Duties	Reason for leaving		
Company Name	Phone Number/Email Address		
Address	Dates employed		
Name of Supervisor	Pay Rate:	Starting	Ending
Position Title and Duties	Reason for leaving		
Company Name	Phone Number/Email Address		
Address	Dates employed		
Name of Supervisor	Pay Rate:	Starting	Ending
Position Title and Duties	Reason for leaving		

**Professional References**

Name/Job Title	Company Name and Address	Phone Number/Email Address

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that answers given on this application (and accompanying resume) are true, correct and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that personnel forms do not constitute a contract for employment, and further, my employment (if not otherwise defined by applicable law) is on an at-will basis and may be terminated, with or without notice, at the option of the Town of East Greenwich or myself. I understand that I am required to abide by all rules and regulations of the Town. I also understand that if I am hired, I will be required to provide proof of identity and authorization to work in the United States of America in accordance with the provisions of the Immigration Return and Control Act of 1986.

I understand and agree that I may have to successfully pass a pre-employment background check and drug screen prior to employment by the Town. I authorize the Town of East Greenwich to do a complete reference check on me including checking with my current and previous employers, educational records, verification of degrees obtained, GPA, DMV records and any other information deemed appropriate in consideration of my prospective employment with the Town of East Greenwich.

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Signature

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Date

# Town of East Greenwich

## EEO: Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to invite applicants to self-identify gender and race and complete an EEO report. Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO reporting purposes only and will be kept separate from your application only accessed by the Human Resources department.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Gender: \_\_\_\_ Male \_\_\_\_ Female

### RACE/ETHNICITY:

Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

\_\_\_\_ Yes \_\_\_\_ No

***If you answered "Yes" stop here, you are finished completing this form. If you answered "No" please select a race from the options below***

- White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa
- Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands
- Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
- Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races



# Summer Employment Application Packet

Dear Summer Camp Counselor Applicant,

It's great that you have shown an interest in working for East Greenwich Recreation! Being a camp counselor is an important job with tremendous responsibility yet can provide many personal rewards. To help you understand the commitment that is required and what is expected of an East Greenwich Recreation Camp Counselor, please read the entire packet and give some thought to see if you are up to the challenge.

Please note: the minimum age to apply for a camp counselor position is 15 years old. If under 15, I would strongly encourage you to sign-up for our Counselor-in-Training Program.

## Camp Counselor Characteristics

- Hard Working
- Punctual
- Responsible
- Respectful
- Caring
- Decisive
- Team player
- Leader
- Quick Learner
- Creative
- Listener
- Organized
- Active
- Flexible
- Can work in the heat and humidity
- Assertive
- Dependable
- Passion for working with kids

## Camp Counselor Responsibilities

- Caring for youth
- Following Department policies & procedures
- Taking Attendance
- Signing children out to ensure they go home with the authorized adult
- Planning weekly activity schedules
- Researching games and activities
- Making supply lists
- Organizing games and activities
- Addressing campers with behavioral challenges
- Supervising on field trips
- Supervising lunch time
- Cleaning up (sweeping, washing tables, etc.)
- Ensuring the safety of youth at all times
- Communicating with peer counselors, camp supervisor, parents, and others
- Providing First Aid
- Building campers up
- Participating in theme days
- Playing active games with campers

Caring for someone else's child is a HUGE responsibility. East Greenwich Community Services & Parks wants to have top notch staff working with our youth so we can offer top notch opportunities for our youth. **If you think you have what it takes, then continue on and fill out a job application and interest form.**

## Hiring Process

1. Fill out and submit an **Employment Application and Camp Counselor Interest Form** to the Recreation Office. This can be done in-person (see below for address and office hours) or via email:

[jwolff@eastgreenwichri.com](mailto:jwolff@eastgreenwichri.com).

2. Applications will be reviewed by staff and qualified applicants will be invited for an in-person interview.

3. If chosen for one of our camp counselor positions, a formal offer letter will be sent to you along with a deadline to accept or decline the position.

### **East Greenwich Recreation**

A Division of the East Greenwich Community Services Department

1127 Frenchtown Road

East Greenwich, RI 02818

401-886-8626, Ext 1

Office Hours: Monday – Friday

8:30am-4:30pm

# Camp Counselor Interest Form

Full Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Summer Camp Information

- The EG Rec Summer Camp runs from July 1<sup>st</sup> to August 9<sup>th</sup> from 9:00am-4:30pm (no camp on July 4<sup>th</sup> or July 5<sup>th</sup>). Additionally, all camp staff are required to attend a week-long paid training from June 24<sup>th</sup>-28<sup>th</sup>. Please ensure that you are available that week as well.
- The starting salary is \$14.50/hour, and the position is 37.5 hours per week.
- Preference is given to applicants who can work full-day shifts. We have half-day (morning) opportunities assisting with our Specialty Camps. Please advise somewhere on this application if you'd like to be considered for one of these positions instead.
- From Aug 13<sup>th</sup>-16<sup>th</sup>, EG Rec has a morning camp called *Safety Town* for incoming Kindergartners. If you are available and interested in working during this week, please check here:

**DATES/TIMES I AM UNAVAILABLE:** \_\_\_\_\_

*\*Maximum amount of days off allowed: 8 days\* Please check with your family to see if there are any trips or special occasions you will be attending during the Camp Season. Or if you have a specific timeframe (ex. Monday mornings) that you cannot work. If none, then WRITE in "NONE".*

Please check which areas you are experienced in, interested in & feel confident that you could instruct/work with a child. On the line note past experience. Write in other areas of skill and ability which are not listed.

### Sports

Basketball \_\_\_\_\_

Gymnastics \_\_\_\_\_

Tennis \_\_\_\_\_

Group Games \_\_\_\_\_

Soccer \_\_\_\_\_

Other \_\_\_\_\_

### Arts & Leisure & Science

Arts & Crafts \_\_\_\_\_

Water Sports \_\_\_\_\_

Fine Arts \_\_\_\_\_

Science \_\_\_\_\_

Cooking/Baking \_\_\_\_\_

Engineering/Robotics \_\_\_\_\_

Musical Theatre \_\_\_\_\_

Other \_\_\_\_\_

## Writing Portion

Please select three characteristics from page 1 that best describe you. Provide an explanation for each and/or an instance when you showed this characteristic.

Do you have any volunteer experience?

Volunteer Job Title

Organization

Dates

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Volunteer Job Description/Tasks

**SUBMIT THIS FORM TO THE RECREATION OFFICE: 1127 FRENCHTOWN ROAD  
OR VIA EMAIL: [JWOLFF@EASTGREENWICHRI.COM](mailto:JWOLFF@EASTGREENWICHRI.COM).**