



# Recreation Department Employment Application

**Submit Application To:**  
City of Saratoga Springs  
Municipal Civil Service Commission  
474 Broadway, Saratoga Springs, NY 12866  
Email: [CivilService@Saratoga-Springs.org](mailto:CivilService@Saratoga-Springs.org)

**Questions:**  
Recreation Department  
15 Vanderbilt Ave, Saratoga Springs, NY 12866  
Email: [Recreservations@Saratoga-Springs.org](mailto:Recreservations@Saratoga-Springs.org)  
Phone: 518-587-3550 ext. 2300

The Recreation Department offers several opportunities for part time employment including seasonal positions, program specific positions, and year round positions. When completing the application it is best to list your interest and availability so we can best match your skills to the positions available.

Applications may be submitted by mail or email and must include the original signature. Faxed and copied applications are not accepted and a résumé will not be accepted in place of a completed application. Every employee will be submitted for background check with DCJS and as such the applicant is required to include their legal name, date of birth on the application. Applicants 15, 16, 17 years of age must provide working papers (original) prior to the start date. The working papers will be kept on file at the Civil Service office.

*Please Note: Under the Application for Examination / Employment section the Recreation Department positions do not have an exam number.*

**Applicant's Name:** \_\_\_\_\_

**Positions:** check all that apply- (go to [www.saratogarec.com](http://www.saratogarec.com) to learn about specific programs and positions)

**Year Round Positions:** \_\_\_ Recreation Center \_\_\_ Ice Rink \_\_\_ Sports Clinics/Programs \_\_\_ Cleaner \_\_\_ Other: \_\_\_\_\_

**Summer Only Positions:**

**Day Camp:** \_\_\_ Camp Director \_\_\_ Assistant Director \_\_\_ Water Director or Lifeguard \_\_\_ Nurse \_\_\_ Counselor

*Complete page 2 if applying for summer day camp.*

**Other:** \_\_\_ Recreation Center \_\_\_ Ice Rink \_\_\_ Sports Clinics/Programs \_\_\_ Youth Parking \_\_\_ Other: \_\_\_\_\_

**What type of position are you looking for?** Front Desk, Program, Other: \_\_\_\_\_

**Interest:** check all that apply

\_\_\_ Youth Sports- Specify: \_\_\_\_\_ Fitness/Senior Programs-Specify: \_\_\_\_\_

\_\_\_ Skate Guard \_\_\_ Concession \_\_\_ Soccer/Basketball Referee \_\_\_ Computer \_\_\_ Birthday Parties \_\_\_ Other-Specify: \_\_\_\_\_

**Availability:** year round, evenings, day times, weekends, summer only, etc...: \_\_\_\_\_

**Experience:** Please list any recreation or sports that you have participated or played in, i.e. played soccer since 3 yrs old, 2013-2018 Varsity Soccer.  
Please list Volunteer, Intern or Paid experience on pages 5 or 6.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Have you been employed by the Recreation Department within the last 24 months? \_\_\_ Yes (if yes, skip the reference section below)  
\_\_\_ No (if no, complete reference section below)

- **Positions are not guaranteed**
- **Applications will not be considered without 3 references listed below.**

Please use only current or past employers, advisors, teachers, etc. You are allowed to use one personal reference for your application.

A) \_\_\_\_\_  
Full Name Phone Email Relationship

B) \_\_\_\_\_  
Full Name Phone Email Relationship

C) \_\_\_\_\_  
Full Name Phone Email Relationship



**COMPLETE THIS PAGE IF YOU ARE APPLYING FOR A SUMMER DAY CAMP POSITION**

**Applications must be received in the Recreation Office by 1:00 pm on Thursday, March 31, 2022**

*However, candidates with applications submitted prior to the deadline may be interviewed and hired prior to the deadline resulting in positions being filled before the deadline.*

- Camp Saradac Candidates will be contacted in April
- Positions are not guaranteed
- A background check will be conducted prior to employment
- You must be at least 16 years of age by June 1st. No exceptions

**Summer Camp Dates**

**Monday, June 27 – Friday, August 19, No Camp July 4**

**Please do not apply if you need extended time off!**

**Applicants must be available for all staff trainings:**

- Tuesday, June 21 and Wednesday, June 22 4-8pm Staff Training @ Rec. Center
- You will be placed in a mandatory CPR/First Aid class upon your hiring, if needed

**Applicant Skills Information:**

The following rating scale will give us a better insight on how we can best utilize your skill

**1 – Very Familiar with activity; is able to teach activity**

**2 – Have heard about activity; is able to teach activity**

**3 – Not very familiar with activity; cannot teach activity**

**Sports**

- \_\_\_ Baseball
- \_\_\_ Basketball
- \_\_\_ Soccer
- \_\_\_ Softball
- \_\_\_ Tennis
- \_\_\_ Volleyball
- \_\_\_ Other \_\_\_\_\_

**Creative Arts**

- \_\_\_ Crafts
- \_\_\_ Drawing
- \_\_\_ Painting
- \_\_\_ Paper Mache
- \_\_\_ Sculptures
- \_\_\_ Writing
- \_\_\_ Other \_\_\_\_\_

**Performing Arts**

- \_\_\_ Acting
- \_\_\_ Directing
- \_\_\_ Magic
- \_\_\_ Dance
- \_\_\_ Musical Instrument
- \_\_\_ Singing
- \_\_\_ Other \_\_\_\_\_

**Please answer the following questions: (include additional sheet if necessary)**

- 1) Why do you want to work for Camp Saradac?
- 2) Personal strengths I anticipate utilizing at camp
- 3) Describe your experiences working with children?
- 4) We realize that a written application does not tell your “whole story.” Please write a short biography providing experiences you consider relevant for this employment opportunity.



# APPLICATION FOR EXAMINATION and/or EMPLOYMENT

## The City of Saratoga Springs Civil Service Commission

474 Broadway

Saratoga Springs, NY 12866-2366

(518) 587-3550 ext. 2602 [www.saratoga-springs.org](http://www.saratoga-springs.org)

civilservice@saratoga-springs.org

The City of Saratoga Springs is an Equal Opportunity Employer. The City does not unlawfully discriminate in employment because of age, race, religion, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status. Before you can be employed in any position, you will be required to produce documents that establish your identity and your eligibility to be employed in the United States.

This application will be part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions listed on the Examination Announcement for more information.

<b>Position Title</b> Or ↓	
<b>Exam Title</b> (If applicable)	<b>Exam #:</b>

<b>Last Name</b>		<b>First Name</b>		<b>MI</b>	
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<b>Police Officer &amp; Firefighter Candidates <u>Only</u> - Enter Date of Birth</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>

<b>Are you 18 years of age or older?</b>	<b>Yes</b>	<b>No</b>

### ADDRESS

<b>Street Address</b>					
<b>Mailing Address (if different)</b>					
<b>City, Town or Village</b>		<b>State</b>		<b>Zip</b>	
<b>Phone Number</b>	<b>Home</b>		<b>Cell</b>		
<b>Email</b>					
<b>Are you currently a permanent resident of New York State?</b>	<b>YES</b>		<b>NO</b>		

### RESIDENCY REQUIREMENT

Candidates must meet the Residency Requirements as stated on the examination and vacancy announcement. You must complete the following to determine if you meet these Residency Requirements. ***If there is no Residency Requirement listed on the announcement, you do not have to complete this section.***

<b>Jurisdiction</b>	<b>Name of Jurisdiction</b>	<b>As of the date of this application, have you legally resided in this jurisdiction for one (1) month or more?</b>	
		<b>YES or NO</b>	<b>If "No"- list the date you will meet this one-month residency requirement.</b>
<b>State</b>			
<b>Village/Town</b>			
<b>City</b>			
<b>County</b>			

<b>How did you learn about this employment or civil service exam opportunity?</b>

### CIVIL SERVICE USE ONLY

Examination Fee _____	Fee Waiver _____	Veteran Credit Application and DD214 _____
Application Approved _____	Disapproved Because _____	Conditional Approval, Pending _____
Sent to Department _____	Comments _____	

**Special Testing Arrangements (Refer to General Conditions and Instructions listed on the Examination Announcement).** If you need a special arrangement or accommodation to take the examination, check below and contact the Civil Service Office at (518) 587-3550 ext. 2602. I need a special testing arrangements \_\_\_\_\_

### VETERANS CREDITS

(For civil service examinations only)

If you wish to apply for Veterans Credits, complete the following and attach a copy of your DD Form 214 Member 4. (Refer to General Conditions and Instructions). If "No" SKIP this section.	Yes	No
Have you ever served in the Armed Forces of the United States? <i>(The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).</i>		
Did you serve in the Armed Forces during any of the following periods:		
February 28, 1961 – May 7, 1975		
August 2, 1990 – end of hostilities		
*Lebanon: June 1, 1983 – December 1, 1987		
*Granada: October 23, 1983 – November 21, 1983		
*Panama: December 20, 1989 – January 31, 1990		
<i>*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.</i>		
<b>**Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions? **</b>		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the Veterans Affairs Dept.?		
Are you currently a resident of New York State?		

### ADDITIONAL QUESTIONS

Have you <u>ever</u> been employed by the City of Saratoga Springs, the Saratoga Springs School District, Saratoga Springs Public Library or the Saratoga Springs Housing Authority. (This is asked so if you are hired, your previous personnel file and employment roster card can be re activated rather than duplicated)	Yes	No	If Yes, please explain:
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Check the appropriate box to the right of each question.	Yes	No
a. Were you dismissed or discharged from any employment for reasons other than lack of work or funds or medical reasons?		
b. Did you ever resign from any employment rather than face dismissal?		
c. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		
d. Have you ever been convicted of any crime (felony or misdemeanor)?		
e. Are you now under charges for any crime?		

If you answered "Yes" to any of the above questions (a – e), you may give specifics under Remarks below. If you elect not to provide specifics or if such explanation is insufficient, you may be required to submit further information. **None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position(s) for which you are applying. Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.**

REMARKS: \_\_\_\_\_

### DRIVERS LICENSE

Complete the following only if a license to operate a motor vehicle is required/preferred for the position that you are applying.

State Issued <i>and</i> Class of Driver's License		Is this Driver's License Currently Valid?	Yes	No
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## EDUCATION

High School		YES	NO
Have you Graduated from High School or do you have possession of a High School Equivalency Diploma?			
If "Yes", City and State of High School:			
Equivalency Diploma Number:			

College, University, Professional or Technical School						
If educational requirements are part of the minimum qualifications stated on the announcement, and your qualifying education was received outside of the United States of America, you will be required to contact a <i>credential evaluation service</i> and submit their evaluation of your credits to civil service.						
Name of School	Number of College Credits Received	Type of Degree Earned	Major Subject or Type of Course	Did You Graduate?		Month/Year Degree Received or Expected
				YES	NO	

LICENSE OR CERTIFICATION			
Complete the following if a License, Certification or other authorization to practice a trade or profession is required or preferred on the vacancy announcement and/or examination announcement for which you are applying.			
Name of Trade or Profession:		Specialty	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

## EXPERIENCE

**All sections must be filled out completely even if you attach a resume. Approval of your application is dependent upon the information provided on this application only.** Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties* clearly and in detail describe the nature of work which you personally performed. Verified and documented volunteer/internship experience will only be credited when specifically stated on the examination or vacancy announcement. You may attach additional sheets if you need more space.

Length of Employment	Month AND Year	Employers Name:	
From:	To:	Employers Address:	
Circle one: Paid or Intern or Volunteer		DESCRIPTION OF DUTIES	
Your Exact Title			
Name of Your Supervisor			
Hours worked per week. (exclusive of overtime)			
Reason for Leaving			

Length of Employment		Month <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: Paid or Intern or Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title					
Name of Your Supervisor					
Hours worked per week. (exclusive of overtime)					
Reason for Leaving					

Length of Employment		Month <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: Paid or Intern or Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title					
Name of Your Supervisor					
Hours worked / wk. (exclusive of overtime)					
Reason for Leaving					

Length of Employment		Month <u>AND</u> Year		Employers Name:	
From:		To:		Employers Address:	
Circle one: Paid or Intern or Volunteer				DESCRIPTION OF DUTIES	
Your Exact Title					
Name of Your Supervisor					
Hours worked per week. (exclusive of overtime)					
Reason for Leaving					

**PLEASE READ AND SIGN**

**AFFIRMATION:** I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. If applying for a Recreation position, a DCJS background check will be ran to ensure that I am not on the Sex Offender Registry. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for requires a pre-employment drug test (ex: Police and Fire) I understand that as a condition of appointment to this position, I will be required to take and pass a pre-employment drug test.

**Applicant Signature (not a printed font)** \_\_\_\_\_ **Date of Signature** \_\_\_\_\_