

NORTHAMPTON TOWNSHIP

55 Township Road • Richboro, PA 18954

(215) 357-6800

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position applied for: _____ Date of Application: _____

Last Name: _____ First Name: _____

Address: _____ Phone No.: _____

City: _____ State, Zip: _____

Social Security: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, please give approximate date: _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment). Yes No

On what date would you be available to work? _____

Are you available to work (Check One): Full Time Shift Work Part Time Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if the position requires it? Yes No

Have you been convicted of a felony within the last seven years? (Conviction will not necessarily disqualify an applicant from employment.) Yes No

If yes, please explain: _____

EDUCATION

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name/Location			
Years Completed			
Diploma/Degree			
Course of Study			

Describe any specialized training, apprenticeship, skills and extra curricular activities: _____

Describe any honors you have received: _____

State any additional information you feel may be helpful to us in considering your application: _____

List any professional, trade, business or civic activities and offices held: _____

You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.

REFERENCES

Give the name, address and telephone number of three references who are not related to you and are not previous employers:

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States Military? Yes No

If yes, please describe: _____

EMPLOYMENT EXPERIENCE

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I am not under any restrictions by virtue of an employment agreement with a former employer which would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

Northampton Township Parks and Recreation

Frequently Asked Questions Counselor Applications

1. How old do you have to be to apply for a Summer Camp Counselor Position?

For the Day Camp, Playground Programs or Camp for Me, the minimum age required to apply for a Counselor Position is 15 and you must have completed 9th grade. For the Quest and Teen Summit Programs a potential counselor must be a high school graduate.

2. Does applying for a counselor position guarantee me an interview?

No. The Township receives many more applications than there are positions. Therefore, not all who submit an application will be granted an interview. It is to the applicant's benefit to apply as early as possible, however there is still no guarantee of an interview. As with any job, an applicant will be contacted for an interview after the Camp Directors have reviewed applications received and have determined that the candidate meets certain criteria based on the positions that are available. The amount of available positions varies from year to year based on the number of sites, number of returning counselors and number of registrants; therefore it is difficult to answer how many positions are available. If you were already employed with NTPR at anytime and wish to return, contact the Program Manager at 215-357-5396 for instructions.

3. Does participating in Township Camps (i.e. Teen Summit) guarantee me a position?

No. There is no guarantee that a candidate who has participated in our Camp Programs in the past will receive a position. However, if there is a job available that fits the candidate's qualifications and the candidate shows enthusiasm for the position, past participation in Northampton Township Parks and Recreation programs is factored into the decision to hire.

4. When do interviews begin?

Interviews generally begin at the end January or beginning of February. The length of the interview process depends on the number of positions to be filled and the number of qualified, enthusiastic candidates. Generally, the process is completed in 4 – 6 weeks.

5. When are applications due?

Applications are always accepted and put on file. However, an applicant will have the best chance of receiving an interview if the Parks and Recreation Department has the application on file by February 1st.

6. Where do I turn in the application and addendum?

The employment application and the summer camp employment addendum must be turned in at the Parks and Recreation Office located in the Township Administration Building 55 Township Road, Richboro PA 18954

6. Are working papers required?

If you are offered a position with Northampton Township Parks and Recreation and if you are under the age of 18, you must obtain working papers from your school guidance office. The process of completing the working papers is a bit lengthy and you **MUST** have the working papers returned to our office by the Friday before you are scheduled to work.

7. Aside from the dates camp is in operation are there any other dates I will be required to work?

In addition to the dates that camp is in session, there is a mandatory orientation that all counselors (new or returning) must attend. This orientation is normally scheduled about two weeks prior to the beginning of the camp season. The Camp Directors generally schedule orientation during the work/school week in the evening.

8. What is the Township's vacation policy? May I take time off?

The dates and times of the Summer Camp Programs are published in the Township Parks and Recreation Winter Update and Spring/Summer Brochures. They will also be discussed during an interview. Vacations and days off are a disruption to the program and are **strongly** discouraged. If you have a vacation scheduled during the dates that camp is in session, it will affect your ability to obtain a position with Northampton Township Parks and Recreation.

9. If I am offered a position, can I select the camp site where I will be assigned?

At the end of every interview, the Program Manager asks if the candidate has a preference for placement. Every effort is made to assign counselors where it is most convenient for them, especially if transportation is an issue. However, there is no guarantee. Special considerations are **NOT** given to applicants who wish to work with their friends. A position is offered to you based on the needs of a particular camp, not on the applicant's personal wishes.

10. How much will I be paid?

Hourly wage for summer Parks and Recreation employees varies depending upon education, experience and work assignment. Hourly wage is not negotiable.

11. If I have additional questions about the counselor positions, who shall I call?

Questions should be directed to Ms. Jennifer Fean, Program Manager at 215-357-5396.

*Thank you for your interest in obtaining summer employment with
Northampton Township Parks and Recreation!!*

**NORTHAMPTON TOWNSHIP
PARKS AND RECREATION
SUMMER CAMP EMPLOYMENT APPLICATION ADDENDUM**

You must meet the following requirements in order to be considered for employment with Northampton Township Parks and Recreation:

1. Must be attending at least 10th grade in the upcoming September.
2. If hired, must acquire working papers, if required.

Name _____ **Date** _____

Home Address _____

School Address (College) _____

HomePhone _____ **Work/SchoolPhone** _____

Cell Phone _____

Is there any information additional to the Northampton Township employment application you feel may be helpful to us in considering you for a position as a counselor? If yes, please describe.

To be considered for a position with the Parks and Recreation Department, the following answers must be completed.

1. Why do you want to work with the Northampton Township Parks and Recreation Department? What do you find desirable about the position you are applying for?

2. What qualities do you possess that would make you ideal for this position?

3. Please describe how you have spent the last two summers.

4. What do you do in your free time?

RETURN THIS FORM WITH THE
NORTHAMPTON TOWNSHIP EMPLOYMENT APPLICATION TO:

Northampton Township
Parks and Recreation
55 Township Road
Richboro, PA 18954