

## Application for the Bethlehem Recreation Department

### Bethlehem Recreation Department

Town of Bethlehem

PO Box 189, 2155 Main Street, Bethlehem, NH 03574

603-869-3351

The Town of Bethlehem is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

#### **Personal:**

Name: \_\_\_\_\_  
Last First

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street/PO Box City State Zip Include Area Code

Email address: \_\_\_\_\_

**Position applying for:** \_\_\_\_\_ Summer Program (applications must be in my May 1st) \_\_\_\_\_ After School Program  
\_\_\_\_\_ Pool Lifeguard \_\_\_\_\_ Swim Teacher  
\_\_\_\_\_ Counselor Are you older than 16? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Counselor in Training Are you older than 14? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied for employment here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

Have you ever worked for the Town before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, where? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

#### **Work Experience: Present or Most Recent Employment:**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone: \_\_\_\_\_ Type of Business: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Include Area Code

Duties Performed: \_\_\_\_\_

#### **Previous Work Experience:**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone: \_\_\_\_\_ Type of Business: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Include Area Code

Duties Performed: \_\_\_\_\_

**Previous Work Experience:**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone: \_\_\_\_\_ Type of Business: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Include Area Code

Duties Performed: \_\_\_\_\_

**General:**

Are you authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No (Proof of eligibility to work in the U.S. will be required upon employment.)

Are you 18 years old or older? \_\_\_\_ Yes \_\_\_\_ No

How did you happen to contact the Town/City? \_\_\_\_\_

Are you available to work full-time \_\_\_\_ part-time \_\_\_\_ temporary \_\_\_\_?  
If part-time, indicate maximum hours per week \_\_\_\_\_

Can you perform essential functions of the job with or without reasonable accommodation? \_\_\_\_ Yes \_\_\_\_ No

Are you currently on layoff or leave from another employer? \_\_\_\_ Yes \_\_\_\_ No

**Education:**

Name	City/State	Degree Rec'd	Grade Completed
High School: _____	_____	_____	_____

Major: \_\_\_\_\_

College: _____	_____	_____	_____
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Major: \_\_\_\_\_

Trade School: _____	_____	_____	_____
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Major: \_\_\_\_\_

Other: _____	_____	_____	_____
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Skills, Training and/or Certifications:

\_\_\_\_\_  
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**Special Interest:**

*Please list any school or community clubs, sports, or organizations that you are a part of or have been within the past three years:*

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*Please list any recognitions, awards or certifications from the past three year:*

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*What types of activities do you prefer?*

\_\_\_\_ Outdoor activities \_\_\_\_ Hiking/Biking \_\_\_\_ Arts and Crafts \_\_\_\_ Golf \_\_\_\_ Sports/Games \_\_\_\_ Swimming \_\_\_\_ Tennis

***Others (please list):*** \_\_\_\_\_

**Conviction Information:**

*Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? \_\_\_\_ Yes \_\_\_\_ No (If yes, please fill in information below.)*

***Conviction information will not necessarily bar an applicant from employment.***

<i>Date</i>	<i>Reason</i>	<i>Disposition of Case</i>	<i>Place</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Please Answer the Following Questions  
(Attach Additional Paper If Needed)***

*Briefly describe your leadership style.*

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*Give a brief example of when you organized and lead a group of people in an activity.*

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*Explain briefly why you are interested in working for the Bethlehem Recreation Department or Town Pool?*

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**References:**

Please list people who have known you at least one year. They should be familiar with your character as it relates to you working with children. **Please do not include family members.** Each one will be contacted, either by phone or letter to complete a short questionnaire.

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Name	Phone Number
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Name	Phone Number
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Name	Phone Number
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Please feel free to accompany this application with a letter or resume telling us more about yourself and your interest in employment with the Bethlehem Recreation Department.

**Notice: Please read before signing**

- If I am hired, I agree to abide by the rules and policies of the Town of Bethlehem and the Bethlehem Recreation Department
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damages that may result from furnishing same to you.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town of Bethlehem policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain it to me, and I fully understand what I am in agreement of.

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(Print Name)

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(Signature)

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(Date)

**Please send application and any attachments to:**

Recreation Department – Town of Bethlehem

PO Box 189, 2155 Main Street, Bethlehem, NH 03574

For questions or concerns please feel free to contact Abbie Sawyer at 603-869-3351 ext. 19 or

recdirector@bethlehemnh.org