

## 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			
<b>Earnings (Circle One)</b>	<b>Duties:</b>		
\$ _____ /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			
<b>Earnings</b> (Circle One)		<b>Duties:</b>		
\$ _____ /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 Taughanock 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: Minimum age 18
- Junior Counselor & Assistant Instructors: Minimum age 16\*
- Specialist: Arts & Crafts, Music, Recreation, Drama, Sports, Nature, Archery, Sailing, Canoeing, etc.
- Lifeguard: Minimum age 15 (by 1<sup>st</sup> 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:**  

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

<b>Lifeguard</b>	<b>Swim Instructor</b>	<b>Cashier</b>
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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.  

<b>Court Supervisor</b>	<b>Scoreboard Operator</b>	<b>Referee</b>
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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.  

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

<b>Recreation Attendant</b>	<b>Recreation Assistant</b>
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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.  

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

<b>Senior Counselor</b>	<b>Junior Counselor</b>	<b>Specialist (list)</b>	<b>Lifeguard</b>
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- Golf Instructor:** 6 weeks  

<b>Instructor</b>	<b>Assistant Instructor</b>
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- Tennis Instructor/Tournament Director:** 6 weeks plus tournament (circle) Spring Summer Fall  

<b>Instructor</b>	<b>Assistant Instructor</b>
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- Summer Drama Programs:** for ages 8-12, 6-7, 3-5; 6 weeks, 9:00 a.m. - 12:00 p.m., 1:00-3:00 p.m., 3:00-5:00 p.m. Applicants should have experience in theater and teaching children.  

<b>Assistant Instructor</b>	<b>Specialist</b>
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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  

<b>Program Leader</b>	<b>Program Assistant</b>	<b>Other (list)</b>
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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.
- Soccer:** for ages 5 - 14 yrs.; September-October; Sunday Afternoons
 

<b>Referee</b>	<b>Referee Coordinator</b>	<b>League Director</b>
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- Drama:** for ages 5 - 12 yrs.; September-December; Saturday Mornings
 

<b>Instructor</b>
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- Basketball:** for Grades 1-8; November - March; Sunday Afternoons and 1-2 evenings per week
 

<b>Referee</b>	<b>Instructor</b>	<b>League Director</b>
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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.
- Baseball:** for ages 5-9 yrs.; March-June; Mon-Fri, 5:00-8:00p.m.
 

<b>League Director</b>
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- Girls Lacrosse:** for ages 6-14 yrs.; April-June; Wednesday Evenings & Sunday Afternoons
 

<b>League Director</b>
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- Boys Lacrosse:** for ages 6-14 yrs.; March-May; Wednesday Evenings & Sunday Afternoons
 

<b>League Director</b>
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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

PLEASE CHECK THE JOB POSTING OR EXAM ANNOUNCEMENT TO DETERMINE WHETHER THIS FORM IS REQUIRED.

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**

- HR Reviewed \_\_\_\_\_  Hiring Supervisor Notified of Approval or Disqualification  
 Fingerprint scan:  Not required  Required and reviewed  Results match information provided by candidate