

**PARKS RECREATION & BEACHES OFFICE
NEW BEDFORD SUMMER EMPLOYMENT PROGRAM**

Important Information for Applicants

- Applicant is required to work the full duration of the program.
- Must be 16 years of age by July 1, 2015, unless otherwise noted. Must be New Bedford Residents. Lifeguard residency waivers may be considered if needed.
- Criminal Offender Record (CORI) check is mandatory, **copy of photo ID must be submitted with CORI form.**
- Previous Summer Program employment does not guarantee employment in the 2015 season.
- Due to the number of applicants and limited number of positions, not all applicants will be interviewed.
- Applicants only may make all employment inquiries. Applicants are required to attend a mandatory orientation in order to be considered for employment.
- **Completed applications must be returned to the Parks Recreation & Beaches Office, 181 Hillman St., Bldg #3, New Bedford, Monday - Friday 1pm - 4pm by April 24, 2015 at 4pm.**

<u>PERSONAL INFORMATION</u>	<u>PLEASE PRINT</u>	<u>DO NOT LEAVE BLANK SPACES</u>
Name: _____	_____	email: _____
Last Name	First Name	
Home Address: _____	_____	Cell: _____
Street & Number	City	Zip
Emergency Contact: _____	_____	Phone: _____
Name	Relationship	
Do you meet age and residency requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cell: _____
Do you have a valid MA Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SEASONAL TRAINING & EMPLOYMENT PROGRAM (STEP) / LOTTERY

_____ Site Supervisor (Summer Food Service Program)

****This position is filled through a lottery****

EXPERIENCED EMPLOYMENT DESIRED The jobs listed below require experience and/or certifications. List, in order of preference, top 3 choices you'd like to be considered for by number (e.g. 1, 2, 3). Do not check or X selection. Hours per week vary. See seasonal employment opportunities page for job descriptions.

Site Monitor* Van Driver* Van Aide Director/KSDP Asst. Director/KSDP
 Group Leader Counselor Waterfront Supervisor* Asst. Waterfront Supervisor*
 Head Lifeguard* Lifeguard Beach Lot Attendant Beach Lot Supervisor

***Position requires valid Massachusetts driver's license.**

All Waterfront positions require specific certifications.

GENERAL Place a check next to any that you possess:

Picture ID (**all positions**) mandatory for CORI
 American Red Cross/Waterfront Lifeguard
 American Red Cross/Community First Aid and Safety
 American Red Cross/C.P.R. for the Professional Rescuer
 American Red Cross/AED
 Driver's License

EDUCATION TO CURRENT DATE

High School: _____ College: _____
Name Years Completed Name Years Completed

VOLUNTEER OR PROFESSIONAL EXPERIENCE List current/previous employment beginning with most recent.

Employer	Address
Telephone	Title
Supervisor	Dates of employment
Salary received	Reason for leaving

Description of primary duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates of employment
Salary received	Reason for leaving

Description of primary duties: _____

REFERENCES List 3 people not related to you who can comment on your work performance and/or experience.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS ACQUAINTED

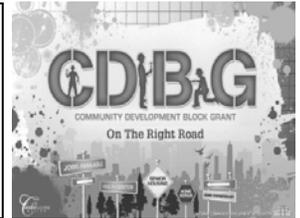
I certify that I meet the above requirements and commit to the full duration of the program if employment is offered to me.

Applicant's Signature

Date

Typed or Printed Name

This program is made possible through the Community Development Block Grant. Please complete the information below for our records. Thank you for your cooperation.



1. PLEASE CIRCLE ONE

INCOME LEVEL	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Extremely Low Income (30%)	0 - 12,850	0- 14,700	0 - 16,550	0- 18,350	0- 19,850	0- 21,300	0- 22,800	0- 24,250
Very Low Income (50%)	12,851- 21,450	14,701- 24,500	16,551- 27,550	18,351- 30,600	19,851- 33,050	21,301- 35,500	22,801- 37,950	24,251- 40,400
Low Income (80%)	21,451- 34,300	25,001- 39,200	27,551- 44,100	30,601- 48,950	33,051- 52,900	35,501- 56,800	37,951- 60,700	40,401- 64,650
Over Income	34,301- above	39,201- above	44,101- above	48,951 above	52,901 above	56,801- above	60,701- above	64,651- above

2. APPLICANT NAME: _____

Ethnicity: (select one only) _____ Hispanic or Latino _____ Not Hispanic or Latino

Race: (select one)

- _____ White
- _____ Black /African American
- _____ Asian
- _____ American Indian/Alaskan Native
- _____ Native Hawaiian/Other Pacific Islander
- _____ American Indian/Alaskan Native & White
- _____ Asian & White
- _____ Black/African American & White
- _____ Am. Indian/Alaskan Native & Black/African Am.
- _____ Other Multi-Racial
- _____ Asian/Pacific Islander

Other: (select all that apply)

- _____ Senior (62 years or older)
- _____ Handicapped or Disabled
- _____ Female Head of Household
- _____ Minor (up to age 18)

Applicant's Signature

Type or Print Name

If client is below 18 years of age, a parent or legal guardian must verify income and sign form.

I certify, under the penalties of law, this income information is correct and I understand that the information I have provided on my family income is subject to verification by authorized representatives of the City of New Bedford Office of Housing and Community Development, and the U.S. Department of Housing and Urban Development. **This information will be kept confidential and used for HUD monitoring purposes only.**

Signature of Parent/Legal Guardian: _____ Date: _____

CITY OF NEW BEDFORD
SEASONAL EMPLOYMENT OPPORTUNITIES

This is an illustration of duties. Complete job descriptions are available.

Kennedy Summer Day Program

Program Director – Responsible for supervising all Summer Day Program staff, which includes: Assistant Program Director, Group Leaders and Counselors. Plans, supervises, coordinates, directs and sets program activities with the assistance of staff. Responsible for working with the parents and children, evaluation and discipline of participants and staff, and supervision of day to day activities. Minimum 21 years old. **Up to 40 hours/week**

Assistant Program Director – Responsible for supervising all Summer Day Program staff, which includes: Group Leaders and Counselors. The Assistant Director assists the Director in planning, supervising, and coordinating program activities with the assistance of staff. Responsible for maintaining all registration forms, medication information, parent notes, etc. related to the program. Minimum 18 years old. **Up to 35 hours / week**

Group Leader – Oversees age-specific group of campers, plans/organizes daily activities for the Summer Day Program, and supervises Counselors. Minimum 16 years old. **Up to 35 hours/week**

Counselor – Works directly with age-specific camper groups, taking part in all activities and ensuring the safety of the children in all activities. Also acts as Bus Monitor and directly responsible for the safety of children getting on and off the bus at their proper stop. Ensures the children have someone at the stop to escort them home. Minimum 16 years old. **Up to 35 hours/week**

Play in the Park and Summer Food Program (Parks and Playgrounds)

Site Monitor - ***Must possess a valid MA driver's license*** Performs a variety of tasks associated with the Summer Food Service Program. Visits each site to ensure that DOE rules and regulations are being followed, and is responsible for the completion of paperwork required for DOE reimbursement grant. Reports any violations of DOE guidelines to the SFSP Director and re-trains staff as needed. Minimum 18 years old. **Up to 35 hours/week**

Site Supervisor – Performs a variety of tasks associated with the Summer Food Service Program. Serves breakfast, lunch and/or snack at each designated site, and completes daily paperwork submitted to the DOE calculating the meal counts. Also participates in activities with the children before and/or between meals with activities provided by the Recreation Department. Minimum 16 years old. **Lottery position (must attend mandatory orientation in order to be considered for hire). 15 hours/week**

Van Driver – ***Must possess a valid MA driver's license*** Is responsible for the safe transportation of all food to summer food sites. Minimum 21 years old. **Up to 35 hours/week**

Van Aide – Delivers meals to sites, follows the planned recreation schedule and alerts the Site Supervisor and Area Site Coordinator of any problems. Must follow all food handling procedures. Minimum 16 years old. **Up to 35 hours/week**

Beach Parking Program

Beach Supervisor - Collects fees and tickets. Maintains an accurate log of daily sales. Provides security within assigned areas. Maintains parking lots to ensure they are kept clean and orderly. Minimum 18 years old. Supervises Beach Lot Attendants.

Beach Lot Attendant – Ensures all cars parked in beach parking lots have purchased and/or displayed parking pass. Keeps hourly/daily count of all vehicles entering the beach facilities. Keeps parking lots clear of trash and debris. Minimum 16 years old. **40 hours/week**

Lifeguards

****Must possess American Red Cross Waterfront Lifeguard, Community First Aid and Safety, CPR for the Professional Rescuer, AED****

Waterfront Supervisor – *Must possess a valid MA driver’s license* Responsible for the supervision and safety of the public at City beaches, including the supervision of other lifeguard staff. Minimum 18 years old. **40 hours/week**

Asst. Waterfront Supervisor – *Must possess a valid MA driver’s license* Responsible for the safety of the public at City beaches. Assumes the role of Waterfront Supervisor in his/her absence. Minimum 18 years old. **40 hours/week**

Head Lifeguard – *Must possess a valid MA driver’s license* Responsible for the safety of the public at City beaches. Assumes the role of Asst. Lifeguard Supervisor in his/her absence. Minimum 16 years old. **40 hours/week**

Lifeguard – Ensures patrons’ safety and protects lives by preventing and responding to emergencies. Minimum 16 years old. **40 hours/week**



**CITY OF NEW BEDFORD
DEPARTMENT OF LABOR RELATIONS & PERSONNEL**

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

The City of New Bedford is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers.

As a prospective or current employee, subcontractor, volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the City of New Bedford to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the City of New Bedford with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, PURPOSES ONLY: The City of New Bedford may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the City of New Bedford must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION:

Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth (City)

Last Six Digits of Your Social Security Number: xxx - _____ - _____

Sex: _____ Height: ___ ft. ___ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Last Name Father's First Name

Mother's Last Name Mother's First Name Mother's Maiden Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee