



## READINGTON RECREATION SUMMER CAMP

### INFORMATION FOR 2022 COUNSELOR APPLICANTS

Thank you for your interest in working at Readington Recreation's Summer Camp!

Before you apply for a position with us, please familiarize yourself with the following expectations of camp employees:

- Summer Camp will be held from June 27 to August 5, with a mandatory training day the week prior. There will be no camp on July 4.
- Camp is open from 8:00am to 3:00pm, and counselors must be able to work shifts they are scheduled for during those times. Depending on camp enrollment, staff are scheduled to work approximately 30 hours per week.
- **Counselors must make the full six-week commitment to work camp.** Because of the nature of the camp program, extended vacations and leaves of absence cannot be granted or accommodated. Please include any concerns you have with this requirement in your application.

Here are some things to consider when deciding whether to return this summer:

- *Do I have another job or other summer activities that will conflict with this camp?*
  - Please consider your options carefully and be sure of your decision. Changing your mind after you accept the position creates a challenge for us to organize a well-run camp for the children in Readington. Employment at camp is a commitment.
- *Why should I work at camp?*
  - If you've ever attended the Readington Recreation summer camps, then you know it is a great program. Counseling is very rewarding. Camp provides a work experience that is desirable to colleges and future employers. Leadership, communication, problem solving, and human relations are all skills learned while being a camp counselor.

If you can meet these conditions, we look forward to receiving your application for a position at Readington Recreation.

Please send your application (both the Township application and camp supplement) to **Alex DeFilippo**, Assistant Director of Recreation by email to **programsreadington@gmail.com** or by mail to **509 County Road 523, Whitehouse Station, NJ 08889**.

Applications accepted Feb-April

**Deadline to apply is May 1**

Interviews in March-May

Job Offers on rolling basis

Training is June 24

First Day of Camp June 27

*Readington Recreation reserves the right to interview and hire qualified applicants prior to this schedule.*

# Application For Employment



Readington Township  
509 Route 523  
Whitehouse Station, NJ 08889

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

<i>(PLEASE PRINT)</i>	
Position(s) Applied For:	Date of Application

How Did You Learn About Us?

Advertisement       Friend       Walk-In  
 Employment Agency       Relative       Other:

Last Name	First Name	Middle Name
Address      Number      Street      City      State      Zip Code		
Telephone Number(s)	Date of Birth	Social Security Number 

- 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? If Yes, give date Yes    No
- Have you ever been employed with us before? **If** Yes, give date Yes    No
- Are you currently employed? Yes    No
- May we contact your employer? Yes    No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes    No  
*Proof of citizenship or immigration status will be required upon employment.*
- On what date would you be available for work?
- Are you available to work:    Full Time    Part Time    Shift Work    Temporary
- Are you currently on "lay-off" status and subject to recall? Yes    No
- Can you travel if a job requires it? Yes    No
- Have you been convicted of a felony within the last 7 years? Yes    No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain — — — — —

# **Education**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4   5   6   7   8	9   10   11   12	1   2   3   4	1   2   3   4
Diploma/Degree				
Describe 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.				

Indicate any foreign language can speak, read and / or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*


## References

Give 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

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Are you physically or otherwise unable to perform the duties of the job for which you have applied?

Yes

No

# Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Employment Experience

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

1. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving	Starting	Final	
2. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving	Starting	Final	
3. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving	Starting	Final	
4. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving	Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

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

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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.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) 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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks -----

\_\_\_\_\_  
INTERVIEWER DATE

Employed Yes No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department'-----

By \_\_\_\_\_ == \_\_\_\_\_  
NAME AND TITLE DATE

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Applicant's Statement

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## READINGTON RECREATION SUMMER CAMP CAMP SUPPLEMENTAL APPLICATION

**Applicant Name:** \_\_\_\_\_ **Applicant**

**Cell Phone:** \_\_\_\_\_ **Applicant**

**Email** \_\_\_\_\_ **Position**

**Applied For:**       Site Supervisor       Teen Camp Supervisor

Art Supervisor       Trip Supervisor       Camp Counselor/Group Leader

Health Supervisor

**Please answer the following questions.**

Describe your experience in working with children in a group setting.

Recall a challenging situation working with children. How did you handle it? What did you learn?

What qualifies you for working at Readington Recreation Summer Camp?

Please use this space to list any additional comments we should know when considering your application.