ACCEPTING APPLICATIONS FOR EMPLOYMENT!

After School Program Positions:

- Site Supervisor
- Assistant Supervisor
- Group Leader

After school program runs September 2019 thru May 2020 at middle school and elementary school sites. Monday-Friday, 2:30-6:30pm.

Pay range: $11.50-$16.50/hour

For information call: (860) 826-3360
www.nbparksnrec.org

Completed application packet must include: City of New Britain employment application, supplemental questions, and a letter of recommendation.

Please submit application packet to the New Britain Parks and Recreation office, 27 West Main Street Room 302, New Britain, CT 06051. Candidates available all five days are preferred.

Only completed application packets will be considered. Applications will be reviewed and considered as they are turned in; get your application in early!
City of New Britain
Affirmative Action/Equal Employment Opportunity/Equal Access Employer

APPLICATION FOR EMPLOYMENT
27 West Main Street, New Britain, CT 06051
(860) 826-3404
www.newbritainct.gov

(Print information in ink, or type) Office Use Only

1. Job Applying For
   (use title on job announcement) (exam no.)

2. Your Name
   (print) Last Name First Middle

3. Address
   (Number and Street, Road or Post Office Box)
   City State Zip Code

4. Email Address

5. Are you over age 18?
   Yes No

6. Have you ever served in the U.S. Armed Forces during periods of conflict?
   Yes No

7. Telephone Number
   ( ) -

8. Education
   A. Did you graduate from high school?
      Where? ________________
      | Yes | No | Month | Year |
      |-----|----|-------|------|
      |     | 12 |       |      |

   B. If you have a high school equivalency certificate, give year and place the certificate was granted:
      Year Place

   C. List any colleges, business schools, or technical school you attended:
      | Name of School | Location | Course or Major | Dates Attended | Degree |
      |----------------|----------|-----------------|---------------|--------|
      |                |          |                 |               |        |
      |                |          |                 |               |        |

   D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.
9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? _____Yes _____No

<table>
<thead>
<tr>
<th>1) Starting Date</th>
<th>Ending Date</th>
<th>Name and Address of Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td></td>
</tr>
</tbody>
</table>

Your Job Title: Hours per week Name, title and telephone number of your Supervisor

Reason for leaving:

Your duties:

<table>
<thead>
<tr>
<th>2) Starting Date</th>
<th>Ending Date</th>
<th>Name and Address of Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td></td>
</tr>
</tbody>
</table>

Your Job Title: Hours per week Name, title and telephone number of your Supervisor

Reason for leaving:

Your duties:

<table>
<thead>
<tr>
<th>3) Starting Date</th>
<th>Ending Date</th>
<th>Name and Address of Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td></td>
</tr>
</tbody>
</table>

Your Job Title: Hours per week Name, title and telephone number of your Supervisor

Reason for leaving:

Your duties:

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name ___________________________ Address ___________________________ Tel. ____________

Name ___________________________ Address ___________________________ Tel. ____________

Name ___________________________ Address ___________________________ Tel. ____________

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

Date ___________________________ Signature of Applicant ___________________________ Rev. 3/2019
After School Program NEW Staff Supplemental Questions

Name: ____________________________________________ Date: ________________________________

Please answer the following questions to the best of your abilities:

1. What experiences do you have with youth?
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

2. After School Programs are designed to be a fun learning opportunity for youth. In what ways can you make learning fun at the after school program?
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

3. What hobbies, special interests or talents do you have that you think might be useful in the program?
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

4. Do you have a role model? Who is it and why?
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

5. What have you done in the past that demonstrates your ability to work in a team?
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

6. Are you available to work September 2019-May 2020? _______ Monday – Friday _______ 2:30-6:30pm ________