

## CITY OF STAMFORD

SEASONAL POSITION ANNOUNCEMENT

Applications will be accepted for the following positions in the offices listed below until such positions are filled. Use a seasonal application to apply for a position. Indicate the job you are applying for by title and office, as listed below. If you are applying for more than one job, you must file a separate application for each position. Submit completed application(s) to the Human Resources Division. Applicant lists will be compiled according to date received and position sought, and sent to the hiring offices, upon management request.

Seasonal employees may be required to work nights, weekends and holidays. Priority in appointment is given to former season employees with satisfactory work records. See reverse side of this announcement for further information about the seasonal application and hiring process before completing an application. Keep this announcement for future reference.

<u>OFFICE/POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>	<u>NUMBER OF POSITIONS</u>	<u>HOURLY RATES</u>
<u>ADMINISTRATION</u>			
*Office Worker	Customer service and computer skills; office experience.	1	9.00-15.00
<u>OPERATIONS</u>			
E.G. BRENNAN GOLF COURSE			
*Cashier	Cash handling; acting as course starter; clerical skills	4	11.00-16.00
*Laborer	Operation of small equipment and hand tools needed in the maintenance of a golf course. Other duties as related.	6	9.50-15.00
*Ranger	Familiarity with the game of golf; player assistance; monitor pace of play; assist cashier; maintain water cooler.	7	10.00-14.00
<u>RECREATION SERVICES</u>			
*Program Assistant	Age 15 or older interested in working with children.	65	9.00-15.00
*Program Instructor	Knowledge and experience in specific subject area such as sports, dance, drama, fitness, etc.	15	20.00-50.00
*Lifeguard	L.G.T. certificates; age 16 or older.	10	9.00-12.00
*Special Camp Aide	Age 18 or older; experience working with special needs children.	12	15.00-25.00
*Swim Instructor	Minimum age of 16. Knowledge of specific swimming techniques and swimming strokes.	4	9.00-12.00
*Head Lifeguard	Age 18 or older. Possession of a valid American Red Cross Lifeguard Training certificate; a valid CPR/AED certificate.	4	10.25-13.25
*League Director	Appropriate sports certification.	10	50-65/session
<u>TRAFFIC AND ROAD MAINT.</u>			
*Laborer	Age 18 or older; physical strength and endurance. Valid motor vehicle license. Some positions may require early start time and weekend shifts.	25	9.50-15.00
*Seasonal Driver	Valid CDL, must attach a copy to application	16	20.00
<u>SOLID WASTE/COLLECTIONS</u>			
Laborer	Age 18 or older; physical strength and endurance. Valid motor vehicle license. Some positions may require early start time and weekend shifts.	2	9.50-15.00
<u>PARKS/FACILITIES MAINTENANCE</u>			
Maintenance Worker	Age 18 or older; physical strength and endurance. Valid motor vehicle license. Ability to operate small equipment.	8	9.50-15.00

**(OVER)**

**WATER POLLUTION  
CONTROL AUTHORITY**

<b>Intern</b>	Engineering intern to assist with assessment and connection program; basic knowledge of an engineering discipline – civil, mechanical, chemical; understanding of methodologies for uncovering user needs; interest and/or knowledge in universal design; basic technical and hands on skill. Proficient in Excel. Must be able to maintain neat and organized records; strong communication, interpersonal, organizational and management skills are needed.	1	9.00-15.00
<b><u>SMITH HOUSE</u></b>			
<b>*Recreation Program Facilitator</b>	Age 18 or older; available nights, weekends and holidays Experience as an Activity leader in a medical setting; effective written and oral communication skills; ability to work independently; demonstrate good judgment, organization, and problem solving.	1	18.00-21.00
<b>*Office Worker</b>	Computer and data entry skills; filing, telephone and other related duties; office experience required.	1	9.00-15.00
<b>*Maintenance Worker</b>	Age 18 or older; physical strength and endurance. Ability to Valid motor vehicle license. Some positions may require early start time and weekend shifts.	1	9.50-15.00

THE CITY OF STAMFORD
An Equal Opportunity Employer
APPLICATION FOR SEASONAL EMPLOYMENT

HUMAN RESOURCES DIVISION, 888 WASHINGTON BOULEVARD, STAMFORD, CT. 06904-2152

POSITION (List One Only) \_\_\_\_\_

- ADMINISTRATION E.G. BRENNAN GOLF COURSE WPCA RECREATION SERVICES
COLLECTION/SOLID WASTE TRAFFIC AND ROAD MAINTENANCE SMITH HOUSE
PARKS AND FACILITIES MAINTENANCE

NAME Last First Middle
ADDRESS Street
City State Zip Code
Have you ever worked for the city of Stamford before?
YES \_\_\_ NO \_\_\_ If yes, list by dates employed and job title(s).

Have you ever been convicted of any offenses other than juvenile, youthful offender, or a minor traffic violation?
YES ( ) NO ( ) If yes, give the facts and dates of your conviction(s) on the reverse side.
Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal record?
YES ( ) NO ( ) If yes, list job title and date of disqualification on the reverse side.

SOCIAL SECURITY NO. 000 - - (LAST SIX DIGITS ONLY)
TELEPHONE NUMBER(S) \_\_\_\_\_

If Under Age 18 Month Day Year
Date of Birth: / /
There may be restrictions on the employment of applicants less than 18 years of age.

LAST SCHOOL GRADE COMPLETED (CIRCLE ONE):
10 11 12 13 14 15 16

DRIVER'S LICENSE? NO \_\_\_ YES \_\_\_ CDL \_\_\_

LIFEGUARD APPLICANTS: LIST CURRENT CERTIFICATES HELD: \_\_\_\_\_

DATES AVAILABLE FOR WORK:
FROM / To /
Mo. Yr. Mo. Yr.

List Any Experience You Have Had Related to the Position Applied For: \_\_\_\_\_

Special Skills and Abilities. Show Typing & Shorthand Speed. Any Machines You Can Operate.
Special Licenses, Languages, or Any Other Special Abilities: \_\_\_\_\_

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. I understand that incomplete, false, inaccurate or misleading information given in my application may result in the rejection of this application or withdrawal of a job offer. Further, false information provided, whether willingly or accidentally, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

DATE SIGNATURE OF APPLICANT

COMPLIANCE INFORMATION: (OPTIONAL)
The following information is needed for compliance with government reporting requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.
1. Your Name \_\_\_\_\_
2. Job Applied For \_\_\_\_\_
3. Gender (Please Check) Male \_\_\_ Female \_\_\_
4. Describe yourself in terms of one of the following groups. (Check one)
American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
White Black or African American Hispanic or Latino
Other: \_\_\_\_\_ (Please specify)

**CRIMINAL CONVICTION INFORMATION**  
**SEASONAL APPLICANT DISCLOSURE FORM**

This information will be reviewed only by members of the Human Resources Division and hiring managers. Do not use this page for any other purpose relative to your seasonal application.

Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which have been erased, dismissed, nolle, pardoned, resulted in a sentence as a youthful offender, or charges which have been sealed following completion of Accelerated Rehabilitation, should NOT be disclosed.

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the seasonal job for which you are applying and in light of the requirements of any applicable state or federal laws.

<i>OFFENSE</i>	<i>PLACE OF ARREST (City/State)</i>	<i>DATE OF CONVICTION</i>	<i>SENTENCE</i>

Provide information regarding any previous disqualifications for any position with the City of Stamford due to a criminal conviction.

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

Date of Disqualification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (Please print) \_\_\_\_\_ Date \_\_\_\_\_