

**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>
<b><u>ADMINISTRATION</u></b>			
*Office Worker	Performs clerical duties - filing, copying, data input, spreadsheets, etc., in the Office of the Controller	2	9.00-15.00
<b><u>OPERATIONS</u></b>			
<b>E.G. BRENNAN GOLF COURSE</b>			
*Cashier	Cash handling; acting as course starter; clerical skills.	5	11.00-16.00
*Laborer	Operation of small equipment and hand tools needed in the maintenance of a golf course. Other duties as related.	7	10.00-15.00
*Ranger	Familiarity with the game of golf; golf course ranger.	8	10.00-14.00
<b>RECREATION SERVICES</b>			
*Arts and Crafts Instructor	Experience teaching arts & crafts with children ages 5-12.	5	13.00-20.00
*Camp Director	College degree; experience preferred. Valid driver's license required for some positions.	10	18.00-28.00
*Program Assistant	Age 15 or older interested in working with children.	100	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.	16	10.00-20.00
*Head Lifeguard	Minimum age of 18. Possession of a valid American Red Cross Lifeguard Training certificate; a valid Water Safety Instructor certificate (WSI), a valid Red Cross CPR for Professional Rescuer certificate, AND a valid Red Cross Community First Aid and Safety certificate.	9	10.25-13.25
*Swim Instructor	Minimum age of 16. Knowledge of specific swimming techniques and swimming strokes. Required certifications: American Red Cross lifeguard training and First Aid Certificate, American Red Cross CPR/AED.	3	9.00-12.00
*League Director	Appropriate sports certification	10	50-65/Session
*Sports Instructor	Knowledge and teaching experience in the areas of sports and games.	4	9.00-15.00
*Special Camp Aide	Experience working with special needs children preferred. Age 18 or older.	16	15.00 - 25.00
<b>FACILITIES MAINTENANCE</b>			
*Maintenance Worker	Age 18 or older; physical strength and endurance; ability to operate small equipment. Valid motor vehicle license.	29	9.00-15.00
<b>COLLECTIONS/SOLID WASTE</b>			
*Laborer	Age 18 or older; physical strength and endurance. Valid motor vehicle license. Some positions may require early start time and weekend shifts.	3	9.00-15.00

**(OVER)**

**WATER POLLUTION  
CONTROL AUTHORITY**

<b>Intern</b>	Engineering student to assist with assessment and connection program. Basic knowledge of engineering discipline – civil, mechanical, chemical; understanding of methodologies for uncovering user needs; interest and/or knowledge in universal design; basic technical and hands on skills. Proficient in Excel. Strong communication, interpersonal, organizational and management skills are needed.	2	13.00-20.00
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**YOUTH SERVICE BUREAU**

<b>*Facilitator</b>	Extensive knowledge of outdoor Adventure Challenge Course. Experience in hardware identification, equipment set up and breakdown, group facilitation. Some experience in outdoor adventure activities such as canoeing and orienteering.	8	10.00-25.00
<b>*Program Assistant</b>	Age 15 or older interested in working with children.	12	9.00-15.00
<b>*Program Instructor</b>	Knowledge and experience in specific subject area such as sports, dance, drama, etc.	6	20.00-50.00

**SMITH HOUSE**

<b>Office Worker</b>	Computer and data entry skills; filing, telephone and other related duties.	5	9.00-15.00
<b>*Recreation Aide</b>	Age 18 or older. Physically active; customer service skills; ability to work independently and enjoys working with the elderly. Must be available evenings and weekends.	5	9.00-15.00

**BOARD OF EDUCATION**

<b>*Seasonal Custodian</b>	Age 18 or older; physical strength and endurance; ability to operate small equipment.	2	9.00-15.00
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**HEALTH DEPARTMENT**

<b>Office Worker</b>	Performs clerical duties; assist with renters rebate program; receptionist/client intake. English/Spanish speaking preferred.	1	9.00-15.00
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**SPRING/SUMMER 2014  
SEASONAL POSITION ANNOUNCEMENT**

**IMPORTANT INSTRUCTIONS AND INFORMATION FOR APPLICANTS**

**A. JOB REQUIREMENTS**

Certain seasonal positions require work at night and/or on weekends and holidays. Some positions require special licenses or certificates as listed in the job requirements on the reverse side. Candidates for most positions will be subject to a drug screen and medical examination and/or a criminal conviction record check prior to appointment.

**B. APPLICATION PROCESS**

1. Applications will be accepted until such positions are filled. As positions are filled, the listing will be crossed out on the announcement and/or revised announcements will be issued.
2. If you are interested in applying for more than one job, you must submit a separate application for each one.
3. Print neatly and clearly. Hiring managers are likely to overlook an illegible application.
4. Use the correct job title(s) and location(s) as listed.
5. Fill in all required blanks on the application.
6. Include a telephone number where you can be reached or receive a message. Most hiring managers will not make contact with candidates by mail.
7. Give facts and dates of any criminal conviction(s) and/or previous disqualification due to a criminal conviction, or failure to fully and accurately disclose a criminal record, in the disclosure section provided on the reverse side of the application.
8. Applications that are incomplete, unsigned or do not clearly identify the job sought will not be processed.

**C. INTERVIEW AND SELECTION PROCESS**

1. Hiring preference is given to former seasonal employees with satisfactory work records. Former employees must submit a completed application to be considered for re-employment.
2. Copies of complete and qualified applications for positions listed will be sent out upon management request only. Therefore, the hiring manager may not see your application for several days or weeks after you file it.
3. Filing an application does not guarantee that you will be called for a job interview. Due to the large number of applications received for some positions, and the preference given to previous employees, managers can often fill their job openings without interviewing every single applicant.
4. We do not give out the names or phone numbers of the hiring managers. Applicants must wait to be contacted.

Any questions not addressed by the above information should be directed to the Human Resources Reception Office (977-4070). Thank you for your interest in employment with the City of Stamford.

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, YOUTH SERVICE BUREAU, FACILITIES MAINTENANCE, SMITH HOUSE, BOARD OF EDUCATION, HEALTH DEPT

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 \_\_\_\_\_