



## Town of Grand Island Recreation Department Employment Application

Submit Application To:  
 Grand Island Recreation Department  
 3278 Whitehaven Road.  
 Grand Island NY, 14072  
 Phone: 716-773-9680  
 Email: [recreation@grand-island.ny.us](mailto:recreation@grand-island.ny.us)  
 Website: <https://grandislandny.myrec.com>

**Employees of the Town of Grand Island must be at least 16 years old. See applicant information page for additional employment details.**

**Applicant Information:**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # H \_\_\_\_\_ C \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you have a valid driver's license? No \_\_\_ Yes \_\_\_ State \_\_\_\_\_ License # \_\_\_\_\_

Have you ever been convicted of a crime? No \_\_\_ Yes \_\_\_ Status \_\_\_\_\_

**Education:**

High School		
	Yes	No
Have you graduated from high school or do you have possession of a High School Equivalency Diploma or Trade?		
If "Yes", City and State of High School or Facility:		

College, University, Professional or Technical School					
If educational requirements are part of the minimum qualifications stated on the job announcement you will be required to submit proof of graduation or certificate earned.					
Name of School	Type of Degree/Trade Earned	Major Subject or Type of Course	Did You Graduate?		Month/Year Degree Received or Expected
			YES	NO	

**Employment History and Additional Qualifications:**

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_

Contact person's name / title / phone number \_\_\_\_\_

May we contact your employer listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for the Town of Grand Island? Yes \_\_\_\_\_ Which Department? \_\_\_\_\_ No \_\_\_\_\_

Please list any previous work experience:

Place of Employment	Dates of Employment	Position and Job Duties

State briefly any volunteer experience, additional qualifications, job related skills, participation in sports, programs, activities, clubs etc. (attach additional pages if necessary or resume):

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**Availability:**

Part Time (19 hrs./wk.) \_\_\_\_\_ Seasonal (40 hrs./wk./5 mo.) \_\_\_\_\_ Both \_\_\_\_\_

Season Status: Spring/Summer Only \_\_\_\_\_ Fall/Winter Only \_\_\_\_\_ Year-Round \_\_\_\_\_

Daily Availability: Circle All That Apply: Evenings Day time Weekends Holidays

Other, explain: \_\_\_\_\_

**Position Interest:**

What type of position / programs are you interested in? Check all that apply:

Youth Programs \_\_\_\_\_ Adult Programs \_\_\_\_\_ Adaptive Programs \_\_\_\_\_ Special Events \_\_\_\_\_

Lifeguard (certification required) \_\_\_\_\_ Community Center Rentals \_\_\_\_\_

**Applicant Skills Information:**

The following rating scale will give us a better insight on how we can best utilize your skills. Please rate your skill on each category using the scale below:

- 1- Little or no experience; can assist with supervision.
- 2- Have some experience; can assist with instruction and lead parts of activity under direction of instructor.
- 3- Have abundant experience through participation and / or teaching; can instruct activity with minimal supervision

SPORTS

- \_\_\_ Flag Football
- \_\_\_ Basketball
- \_\_\_ Baseball
- \_\_\_ Soccer
- \_\_\_ Softball
- \_\_\_ Tennis
- \_\_\_ Volleyball
- \_\_\_ Pickleball
- \_\_\_ Golf
- \_\_\_ Kickball
- \_\_\_ Hockey
- \_\_\_ Swimming
- \_\_\_ Fishing
- \_\_\_ Kayaking
- \_\_\_ Lacrosse
- \_\_\_ Bowling
- \_\_\_ Walking / Hiking
- \_\_\_ Snowshoeing
- \_\_\_ Other \_\_\_\_\_

FITNESS

- \_\_\_ Zumba
- \_\_\_ Martial Arts
- \_\_\_ Tai Chi
- \_\_\_ Kickboxing
- \_\_\_ Pilates
- \_\_\_ Yoga
- \_\_\_ Other \_\_\_\_\_

PERFORMING ARTS AND CREATIVE ARTS

- \_\_\_ Art Instruction - youth
- \_\_\_ Acting
- \_\_\_ Directing
- \_\_\_ Writing / Screenplay
- \_\_\_ Magic
- \_\_\_ Dance / Choreography
- \_\_\_ Singing
- \_\_\_ Musical Instrument (list instruments): \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

HOBBY, SPECIAL INTERESTS, CULINARY

- \_\_\_ Crafts
- \_\_\_ Drawing
- \_\_\_ Painting
- \_\_\_ Paper Mache
- \_\_\_ Sculptures
- \_\_\_ Stained glass
- \_\_\_ Floral Arrangements / Creative Home Decor
- \_\_\_ Baking
- \_\_\_ Cooking
- \_\_\_ Sewing
- \_\_\_ Photography
- \_\_\_ Woodworking
- \_\_\_ Other \_\_\_\_\_

**References:**

Please use current or past employers, advisors, teachers, etc. You may use one personal reference for your application.

1.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

2.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

3.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**If selected for a position with the Town of Grand Island Recreation Department applicants will be required to provide additional information for banking and tax purposes. All new hires are required to take a drug test. See employment information page for additional details.**

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

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*Office Use Only*

*Received by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# **Grand Island Recreation Department**

## **Part Time and Seasonal Employment Applicant Information Page**

*Seasonal and part time opportunities – positions available year round*

Applications are available at [grandislandny.myrec.com](http://grandislandny.myrec.com) under general info  
Applications are accepted throughout the year (\*see summer employment below).

### Applicant Requirements:

- Must be at least 16 years old to work for the Recreation Department
- Must have working papers if younger than 18 years old
- Must be CPR/AED/First Aid Certified
  - o certification classes for staff will be offered by the Recreation Department
- Must complete all paperwork and employee trainings required by the Town

### Summer Employment:

- Applications should be submitted by March 20; interviews start in early April
- Must be available to work July 3 and July 4

### Applications can be submitted:

- In person or by mail to the Recreation Office:
  - o Monday – Friday, 8:00 a.m. – 4:00 p.m.
  - o 3278 Whitehaven Road, Grand Island, NY 14072
- By email - [recreation@grand-island.ny.us](mailto:recreation@grand-island.ny.us)