TOWN OF COVENTRY
DEPARTMENT OF
PARKS & RECREATION

2020 Camp Wangumbaug
Job Application
Application Deadline: 03/19/2020
January 30, 2020

Dear Applicant,

Thank you for your interest in working at Camp Wangumbaug! Please read over the entire application packet, paying particular attention to the job descriptions for an understanding of the Camp hierarchy & various positions. While we are expecting that many positions will be filled with returning staff, we are currently accepting applications for the positions of Camp Counselor & Camp Lifeguard.

You will see that there are three portions to the application that must be completed. First there is a pre-employment questionnaire, which is a brief set of questions related to Camp & childcare that helps us get to know you a bit. Next, is the official Town of Coventry Job Application. Finally, we require no fewer than 2 but no more than 3 references; forms are attached. When you select references, we suggest that you consider teachers, coaches and prior employers rather than family members and friends.

Please take into consideration, that Camp is an 8-week commitment (tentatively scheduled for 6/22/2020 – 8/14/2020), so time-off is strongly discouraged. Requested days off will be granted for college orientations, however all other requests will require special permission, and be reviewed on a case-by-case basis.

Please wait to submit your application until all parts are complete and then return your application as one packet. If you would like, a cover letter and resume may also be submitted for review. This letter and the job descriptions are for your information and are yours to keep. The completed application packet must be returned to the Parks & Rec. Office NO LATER THAN Friday, March 19th, 2020. You’re welcome to mail it to us at the address above, or drop it off in person. After all applications are carefully reviewed, we will contact selected individuals after Wednesday, March 25th, to schedule interviews to be held in April.

Thank you again for your interest in Camp Wangumbaug. If you have any questions regarding these job opportunities, the job descriptions/expectations, or pre-season trainings, please let me know.

Sincerely,

Caterina Merriam,
Recreation Supervisor
Town of Coventry
cmerriam@coventryct.org
860-742-4068
JOB DESCRIPTION
Town of Coventry Parks and Recreation
Camp Director

DUTIES & RESPONSIBILITIES: Responsible for planning, organization, direction, and implementation of recreation programs at the Coventry Parks & Recreation Summer Day Camp, Camp Wangumbaug.

SUPERVISION RECEIVED: Works under the direct supervision of, and reports regularly to the Recreation Supervisor.

SUPERVISION EXERCISED: Accountable for the supervision of all Campers and staff, with particular oversight of Program Coordinators & Assistant Director. Evaluates performance of all Camp staff with Recreation Supervisor.

EXAMPLES OF DUTIES:
- Interprets and carries out program policies and practices in accordance with the Parks and Recreation Department.
- Plans & directs daily activities & special events at Camp. Oversees the planning, implementation, and evaluation of activities & program areas. Coordinates activities and meets with the Recreation Supervisor in the pre-season, as needed.
- Develops all staff scheduling, lesson plans, program reports, and Camp correspondence. Amends plans when needed.
- Responsible for all camper discipline and parent correspondence. Develop and effectively maintain positive relations with all staff, parents, and participants. Is responsive to health, safety, and wellbeing of participants. Reports any and all suspected child abuse and/or neglect to CT DCF.
- Responsible for the collection, review and submission of all staff timesheets to Recreation Supervisor.
- Oversees all aspects of bus service coordination on trip days. Oversees all Campers and staff on off-site field trips and special events/Camp-wide activities.
- Coordinates per-season & on-going in-service trainings and continuing education for all Camp staff with Recreation Supervisor. Holds staff meetings and opportunities for staff to express their concerns, comments and suggestions for program activities, etc. as needed.
- Submits written recommendations and evaluations of personnel and programs to Recreation Supervisor upon his/her request.
- Maintains inventory of supplies and equipment. Maintains a safe, orderly program area. Inspects facilities regularly, reports any damage to the Recreation Supervisor.
- Participates in program activities and be aware of staff functioning. Encourages self-starting and nurtures individual talents that staffs have or acquired.
- Other duties as assigned by the Recreation Supervisor.

KNOWLEDGE, ABILITY AND SKILLS:
Ability to supervise the work of subordinate personnel; ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public; ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities; ability to recognize emergencies and to take necessary preventative action. Knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING:
Required to have current American Red Cross CPR/AED and First Aid certification and current Medical Administration & Epi Pen Certification. Experience in education, recreation, or a related field preferred. Preferred to have at least 2 years supervisory Camp experience. Must be age 21 or older.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
1. Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility. It is a temporary management guide/tool and subject to change.

Parkrec/campdirector.doc – revised Jan. 2017
JOB DESCRIPTION
Town of Coventry
Parks and Recreation Day Camp Assistant Director

DUTIES & RESPONSIBILITIES: Responsible for planning, organization, direction, and implementation of the Coventry Recreation Summer Day Camp, Camp Wangumbaug.

SUPERVISION RECEIVED: Works under the direct supervision of the Camp Director.

SUPERVISION EXERCISED: Direct supervisor of Camp Counselors. Assists in the supervision of Program Coordinators, when needed. Accountable for the supervision of all Campers.

EXAMPLES OF DUTIES:
- Interprets and carries out program policies and practices in accordance with the Parks and Recreation Department.
- Assists with planning, direction and scheduling of daily activities & special events. Coordinates activities and meets with the Recreation Supervisor in the pre-season, as needed.
- Develops and organizes all camper groupings and staff assignments. Responsible for the maintenance and regular inventory of all Campers and staff paperwork, including camper rosters, medical records, sign-in/sign out records, authorization for pick-up forms, and discipline reports. Responsible for contacting parents if any paperwork is missing or not turned in on time.
- Develop and maintain positive relations with all staff, parents, and participants. Is responsive to health, safety, and well being of participants. Reports any and all suspected child abuse and/or neglect to CT DCF.
- Maintains a safe, orderly program area. Inspects facilities daily, reports any damage to the Camp Director.
- Assists in the planning & implementation of, and participates in on-going in-service trainings and continuing education for all Camp staff. Oversees all Campers and staff on-site, on off-site field trips, special events and during swim activities.
- Participates in staff meetings with Camp staff and Recreation Supervisor to discuss Camp policies and issues, as needed. Allows for opportunities for specialized program staff to express their concerns, comments and suggestions for program activities, etc.
- Submits written recommendations, inventories of supplies, and evaluations of personnel and programs to Recreation Supervisor upon his/her request.
- Provide leadership and guidance to Program Coordinators, Camp Counselors and Counselors-In-Training.
- Participates in program activities and be aware of staff functioning. Encourages self starting and nurtures individual talents that staffs have or acquired.
- Other duties as assigned by the Camp Director and/or Recreation Supervisor.

KNOWLEDGE, ABILITY AND SKILLS:
Ability to supervise the work of subordinate personnel: ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public; ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities; ability to recognize emergencies and to take necessary preventative action. Knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING:
Required to have current American Red Cross CPR/AED/First Aid certification and Medical Administration Certification (obtainable upon hiring). Experience in education, recreation, or a related field preferred; Camp management experience preferred. Must be age 21 or older.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
1. Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

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Parkrec/campasstdirector.doc - revised Jan. 2017
JOB DESCRIPTION

Town of Coventry Parks and Recreation
Camp Wangumbaug C.I.T. Program Coordinator

DUTIES & RESPONSIBILITIES: Responsible for planning, organization, direction, and implementation of recreation programs at Camp Wangumbaug, with particular focus & supervision over the Counselor-In-Training Program.

SUPERVISION RECEIVED: Works under the direct supervision of the Camp Director.

SUPERVISION EXERCISED: Assists in the supervision of Camp Counselors, when needed. Accountable for the supervision of all Campers & CITs.

EXAMPLES OF DUTIES:
- Interprets and carries out program policies and practices in accordance with the Parks and Recreation Department.
- Plans, directs and schedules daily activities & special events for assigned, specialized program. Oversees the planning, implementation, and evaluation of activities.
  - Conducts weekly CIT meetings & leadership trainings. Responsible for the weekly performance evaluations of all CITs, with the help of their assigned Counselors.
- Develop and maintain positive relations with all staff, parents, and participants.
- Maintains a safe, orderly program area. Inspects facilities daily, reports any damage to the Camp Director.
- Assists in the planning & implementation of, and participates in on-going in-service trainings and continuing education for all Camp staff. Oversees all Campers and staff on-site, on-off site field trips, special events and during swim activities.
- Participates in staff meetings to discuss Camp policies and issues. Allows for opportunities for specialized program staff to express their concerns, comments and suggestions for program activities, etc.
- Submits written recommendations, inventories of supplies, and evaluations of personnel and programs to Recreation Supervisor upon his/her request.
- Is responsive to health, safety, and well being of participants.
- Provide leadership and guidance to Camp Counselors and Counselors-In-Training.
- Fills in absent staff, as needed.
- Participates in program activities and be aware of staff functioning. Encourages self starting and nurtures individual talents that staffs have or acquired.
- Other duties as assigned by the Camp Director.

KNOWLEDGE, ABILITY AND SKILLS:
Ability to supervise the work of subordinate personnel; ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with all employees and the public, and knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING:
Required to have current American Red Cross CPR/AED and First Aid certification and current Epi-Pen & Medical Administration Certification. Experience in education, recreation, or a related field preferred. Must have at least 2 years supervisory Camp experience.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
1. Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

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of every task or responsibility. It is a temporary management guide/tool and subject to change.
Parkrec/campasstdirector.doc – revised Jan 2018
JOB DESCRIPTION
Town of Coventry Parks and Recreation
Camp Wangumbaugh Program Specialist (Sports & Archery, Arts & Crafts, Teambuilding, & Trailblazers)

DUTIES & RESPONSIBILITIES: Responsible for planning and instruction of organized recreational activities for Campers, within specialized subject area.

SUPERVISION RECEIVED: Works under the direct supervision of the Camp Assistant Director.

SUPERVISION EXERCISED: Responsible for supervising Counselors-In-Training and Campers when participating in their planned activities. Responsible for engaging Counselors in planned activities.

EXAMPLES OF DUTIES:
- Interprets and carries out program policies and practices in accordance with the Parks and Recreation Department.
- Plans & directs daily activities & special events at Camp, according to their specialty. Responsible for the set-up and break-down of any and all equipment used for their planned activities.
  - **Sports & Archery/Arts & Crafts/Teambuilding:** Responsible for the coordination, planning, implementation and follow-through of all related activities. Responsible for planning of program in the pre-season; inventory of equipment; and submission of any supplies needed to the Recreation Supervisor.
  - **Trailblazers:** Responsible for the coordination, planning, implementation and follow-through of all activities for the trailblazers program, for kids in grades 7-8, including but not limited to sports & games, boating, swim, trips and other special events. Responsible for program planning in pre-season; inventory of equipment; and submission of any supplies needed to the Recreation Supervisor.
- Develop and maintain positive relations with all staff, parents, and participants.
- Maintains supplies and equipment in good condition. Inspects equipment daily and reports any and all damages or misuse to the Camp Director.
- Participates in on-going staff in-service trainings in the pre-season and during Camp. Participates in weekly staff meetings with Camp Director to discuss Camp policies and issues.
- Is responsible for supervision, discipline and safety of Campers and Counselors-In-Training while on-site, on off-site field trips, during special events and swim activities.
- Participates in, and supervises Campers during Camp-wide activities.
- Reports any and all suspected child abuse to the Camp Director.
- Participates in program activities and be aware of staff functioning. Encourages self starting and nurtures individual talents that staff have or acquired.
- Assists Campers in specific tasks (i.e. lunch, sunscreen, lost & found, playing games, imposing the Camp Buddy System, working on projects/games).
- Is responsive to health, safety, and well being of participants.
- Conducts oneself in a professional and courteous manner at all times.
- Other duties as assigned by the Camp Director and/or Assistant Director.

KNOWLEDGE, ABILITY AND SKILLS:
Ability to supervise the work of subordinate personnel; ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public; ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities; ability to recognize emergencies and to take necessary preventative action. Knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING:
Required to have current American Red Cross CPR/AED and First Aid certification. Sports & Games/Archery Coordinator must have proper certification. Prior Camp experience required. Must be age 18 or older.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
1. Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

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Parkedrec/campprogcoord.doc - revised Jan 2018
JOB DESCRIPTION

Town of Coventry Parks & Recreation
Camp Counselor

DUTIES & RESPONSIBILITIES: Responsible for planning and conducting organized recreational activities for Campers. Responsible for a specific group of children, and supervise all activities within the group.

SUPERVISION RECEIVED: Works under the direct supervision of the Camp Director and Assistant Camp Director.

SUPERVISION EXERCISED: Responsible for supervising assigned Counselors-In-Training and Campers.

EXAMPLES OF DUTIES:
• Interprets and carries out program policies and practices in accordance with the Parks and Recreation Department.
• Develops and maintain positive relations with all staff, parents, and participants. Is responsive for the health, safety, and well being of participants.
• Assists Campers in specific tasks (i.e. lunch, sunscreen, lost & found, playing games, imposing the Camp Buddy System, working on projects/games).
• Is responsible for supervision, discipline and safety of all assigned campers and Counselors-In-Training while on-site, on off-site field trips, during special events and swim activities. Directs and assigns tasks to assigned Counselor-In-Training.
• Maintains supplies and equipment in good condition. Reports any and all damages or misuse to the Camp Director. General maintenance of park grounds and beach.
• Participates in on-going staff in-service trainings in the pre-season and during Camp.
• Participates in weekly staff meetings with staff.
• Assists with all sign-in/sign-out with parents, and submission of rosters/sign-in/sign-out paperwork to Camp Director.
• Participates in and helps oversee daily waterfront activities, boating and free swim.
• Reports any and all suspected child abuse and/or neglect to the Camp Director.
• Responsible for the filing of free-time and efficient/safe travel between activities/program areas.
• Participates in program activities. Encourages initiative and nurtures individual talents of campers and staff.
• Conducts oneself in a professional and courteous manner at all times.
• Additional duties as assigned by the Camp Director, Assistant Camp Director & Recreation Supervisor.

KNOWLEDGE, ABILITY AND SKILLS:
Ability to supervise the work of subordinate personnel; ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public; ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities; ability to recognize emergencies and to take necessary preventative action. Knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING:
Required to have current American Red Cross CPR/AED and First Aid certification. Prior Camp experience preferred. Must be 16 years old or older.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
1. Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

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Parkrec/campcounselor.doc – revised Jan 2018
Camp Pre-Employment Questionnaire:
Please complete and submit the following questionnaire along with your completed Town Application.

Which position(s) are you applying for: ____________________________________________________________

1. Why do you want to work for Camp Wangumbaug?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Have you ever attended a Summer Camp as a Camper or CIT? If so, please describe your experience.
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. What prior experience do have working or volunteering with children? How do you feel this experience will
   help you in this position?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. What positions of leadership have you held?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. What is your idea of a good Camp Counselor? What is your idea of a successful Camp program?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

6. What skills, knowledge or experience do you possess that would enhance our Camp program?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. What do you hope to gain by becoming a Camp Counselor?
   ____________________________________________________________
   ____________________________________________________________
APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal opportunity laws, qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job-related medical condition or handicap.

Date of Application _______________________

Position Applying For: ________________________

Name _______________________________________
                                      Last     First     Middle

Address ________________________________
                                      Street     City     State     Zip

Telephone _______________________________ Email: _______________________

Have you filed an application or been employed by the Town of Coventry in the past?

Yes_____ Dates: ______________ No____

Are you a citizen of the United States? Yes_____ No_____  

If not, do you have an Alien Registration Card? Yes_____ No_____  

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes_____ No_____  

Are you available to work: Full Time_____ Part Time_____

Are you over the age of 18? Yes_____ No_____  

In case of accident or emergency, please notify:

Name ________________________________ Address ________________________________ Phone ________________________________
Do you have a driver's license?  Yes____ No____  Type(Class):________
CDL: Yes_____ No_____ Operator’s # ____________

Education History:

**Specialized Training and Skills:** Please list any specialized training, apprenticeship, skills, or experience relevant to the position for which you are applying.

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<th>School Name</th>
<th>High School</th>
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<td>1 2 3 4</td>
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<td>Years Completed</td>
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<td>Course of Study</td>
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List trade of professional organizations of which you are a member, including offices held.

______________________________

______________________________

______________________________
Employment Experience:

In the space provided, please list your employment history beginning with your most recent employer.

1. Employer: ___________________________ Phone: ___________________
   Address: _______________________________________________________
   Name and Title of Supervisor: _______________________________________
   Your Position: _______________________ Duties: _______________________
   _________________________________________________________________
   Reason for Leaving: ______________________________________________
   Employed From: _____/____ To: _____/____

2. Employer: ___________________________ Phone: ___________________
   Address: _______________________________________________________
   Name and Title of Supervisor: _______________________________________
   Your Position: _______________________ Duties: _______________________
   _________________________________________________________________
   Reason for Leaving: ______________________________________________
   Employed From: _____/____ To: _____/____

3. Employer: ___________________________ Phone: ___________________
   Address: _______________________________________________________
   Name and Title of Supervisor: _______________________________________
   Your Position: _______________________ Duties: _______________________
   _________________________________________________________________
   Reason for Leaving: ______________________________________________
   Employed From: _____/____ To: _____/____
References:

Please list 3 references not related to you.

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<tr>
<th>Name</th>
<th>Address</th>
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I certify that the answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

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 regulation of the Town of Coventry.

Signature of Applicant __________________________ Date ________

For Personnel Department Use Only

Arranged Interview: Yes____ No_____ Date: ________________

Remarks:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Employed: Yes____ No_____ Date of Employment: ________________

Department: ___________________________ Job Title: ___________________________

Salary/Rate: ___________________________

Job Application form: revised 1/15/2019
Camp Employment Reference Form

Applicant Section:
Please complete this section, then deliver or mail this form and self-addressed envelope to your reference provider. Ask him/her to return this completed form to you sealed in the envelope you provided, with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your application materials.

Applicant Name: ___________________________ DOB: ________________

Email Address: ___________________________ Phone: ________________

Position you are applying for: ___________________________

Applicant Signature ___________________________ Date _____________

Reference Writer Section:
We appreciate your judicious evaluation of this applicant. Parks & Recreation requires that its applicants for summer positions submit all application materials in 1 self-managed packet, so please return this completed evaluation to the applicant directly, in a sealed envelope. Please affix your signature to the sealed flap of the envelope.

Name: ___________________________ Phone: ________________

Position/Title: ___________________________ Organization: ____________

Email Address: ___________________________

Mailing Address: ___________________________

How long have you known the applicant: __________ In What Capacity? __________

Please rate the applicant on the qualities listed below:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Interaction with children</td>
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<td>Leadership</td>
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<td>Ability to problem solve</td>
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<td>Ability to work well with others</td>
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<td>Ability in oral expression</td>
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<td>Creativity</td>
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<td>Self-Confidence</td>
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<td>Motivation</td>
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Continued on reverse side
Statement about the Applicant

Please use the space provided to add anything you would like to help clarify the items above, or assist us in evaluating the applicant's experience and qualifications. Please attach separate sheets or use the space below to make important comments concerning this applicant, if needed.

I □ strongly recommend □ recommend □ recommend with reservations □ do not recommend this applicant for a position with the Coventry Parks & Recreation Department.

I □ would □ would not be willing to respond to additional questions by telephone or email.

Signature

Date
Camp Employment Reference Form

Applicant Section:
Please complete this section, then deliver or mail this form and self-addressed envelope to your reference provider. Ask him/her to return this completed form to you sealed in the envelope you provided, with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your application materials.

Applicant Name: ___________________________ DOB: ___________________________

Email Address: ___________________________ Phone: ___________________________

Position you are applying for: ___________________________

Applicant Signature ___________________________ Date ___________________________

Reference Writer Section:
We appreciate your judicious evaluation of this applicant. Parks & Recreation requires that its applicants for summer positions submit all application materials in 1 self-managed packet, so please return this completed evaluation to the applicant directly, in a sealed envelope. Please affix your signature to the sealed flap of the envelope.

Name: ___________________________ Phone: ___________________________

Position/Title: ___________________________ Organization: ___________________________

Email Address: ___________________________

Mailing Address: ___________________________

How long have you known the applicant: ______ In What Capacity: ________________

Please rate the applicant on the qualities listed below:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>N/A</th>
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<td>Interaction with children</td>
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<tr>
<td>Motivation</td>
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</tbody>
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Continued on reverse side
**Statement about the Applicant**

Please use the space provided to add anything you would like to help clarify the items above, or assist us in evaluating the applicant's experience and qualifications. Please attach separate sheets or use the space below to make important comments concerning this applicant, if needed.

I    □  strongly recommend    □  recommend    □  recommend with reservations    □  do not recommend this applicant for a position with the Coventry Parks & Recreation Department.

I    □  would    □  would not be willing to respond to additional questions by telephone or email.

__________________________  _______________________
Signature                                               Date
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☐ strongly recommend ☐ recommend ☐ recommend with reservations ☐ do not recommend this applicant for a position with the Coventry Parks & Recreation Department.

☐ would ☐ would not be willing to respond to additional questions by telephone or email.

Signature ___________________________ Date ___________