

# NORTHAMPTON TOWNSHIP

55 Township Road • Richboro, PA 18954  
(215) 357-6800

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State, Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes  No

Have you ever filed an application with us before?  
If yes, please give approximate date: \_\_\_\_\_ Yes  No

Are you currently employed? Yes  No

May we contact your current employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment). Yes  No

On what date would you be available to work? \_\_\_\_\_

Are you available to work (Check One): Full Time  Shift Work  Part Time  Temporary

Are you currently on "lay off" status and subject to recall? Yes  No

Can you travel if the position requires it? Yes  No

Have you been convicted of a felony within the last seven years?  
(Conviction will not necessarily disqualify an applicant from employment.) Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name/Location			
Years Completed			
Diploma/Degree			
Course of Study			

Describe any specialized training, apprenticeship, skills and extra curricular activities: \_\_\_\_\_

\_\_\_\_\_

Describe any honors you have received: \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

List any professional, trade, business or civic activities and offices held: \_\_\_\_\_

\_\_\_\_\_

*You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.*

## REFERENCES

Give the name, address and telephone number of three references who are not related to you and are not previous employers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States Military? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I am not under any restrictions by virtue of an employment agreement with a former employer which would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

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

# Northampton Township Parks and Recreation Summer Camp Employment Application Addendum

You must meet the following requirements in order to be considered for employment with Northampton Township Parks and Recreation.

1. Must be at least 16 years old and a junior in high school (no exceptions).
2. If hired, all employees must obtain required clearances.
3. Working papers are required for employees under the age of 18.

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

School Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**To be considered for employment with the Parks and Recreation Department, the following answers must be completed.**

***Return with Application to: Northampton Township Parks and Recreation, 345 Newtown-Richboro Road, Richboro, PA 18954 Attn: Sinead Kiely***

1. Please explain qualities about yourself you feel would make you an effective camp counselor with Northampton Township Parks and Recreation. Give examples of how you have demonstrated these qualities.

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2. How would you foster and teach teamwork, caring, respect, responsibility and honesty within your group of campers? With fellow staff members?

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3. Working at camp is one of the most challenging and rewarding jobs you will ever have. What appeals to you about working in camp setting?

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## **Northampton Township Parks and Recreation Frequently Asked Questions - Counselor Applications**

### **How old do you have to be to apply for a Summer Camp Counselor Position?**

For the Camp Adventure, Camp Expedition and Camp Explore, the minimum age required to apply for a Counselor Position is 16. For our Quest Program, a potential counselor must be 18 and at least a high school graduate.

### **If I am hired, what hourly rate will I be paid for working as a camp counselor?**

Newly hired camp counselors make anywhere between \$11 - \$13/hour depending on experience and education.

### **Does applying for a counselor position guarantee me an interview?**

No. The Township receives many more applications than there are positions. Therefore, not all who apply will be granted an interview. It is to the applicant's benefit to apply as early as possible. As with any job, an applicant will be contacted for an interview after the Camp Directors have reviewed applications received and have determined that the candidate meets certain criteria based on the positions that are available.

### **Does participating in Township Camps guarantee me a position?**

No, there is no guarantee that you will be hired if you participated in our camp program,.

### **When do interviews begin?**

Interviews are ongoing. Once an application is received, one of the Camp Directors will contact you to set up an interview. The length of the interview process depends on the number of positions to be filled and the number of qualified, enthusiastic candidates.

### **When are applications due?**

Applications are now being accepted for the 2023 season. The sooner the application is completed and returned, the better the chances of an interview are.

### **Are working papers or background checks required?**

By law, Northampton Township cannot accept anyone pending the three required clearances to work with children. All employees are required to have a Pennsylvania Criminal Background Check as well as a Department of Public Welfare Clearance and FBI Criminal Background Check every five (5) years. Camp Counselors must also complete a mandated reporter online training. If you are considering working with children, please obtain your clearances NOW. All employees must be cleared before the first day of camp. It is also required that every counselor is First Aid/CPR/AED Certified which we will provide once applicants are hired.

If under the age of 18, you must also obtain working papers from your school guidance office. Working papers must be completed and on file in our office by the Friday before you are scheduled to work.

### **Aside from the dates camp is running are there any other dates I will be required to work?**

In addition to the dates that camp is in session, there are two mandatory training dates that all counselors (new or returning) must attend. Both dates will be in June, and will be announced as soon as an applicant is hired.

### **What is the Township's vacation policy? May I take time off?**

For your information, the dates and times that are camps run are on our website at [www.northamptonrec.com](http://www.northamptonrec.com). Vacations are a disruption to our program. Since this position is seasonal and requires caring for children, every counselor is expected to be at camp every day it is in session. Individual circumstances will be discussed during the interview process. There is no camp on July 3<sup>rd</sup> or 4<sup>th</sup> in 2023.

### **Are camp counselors permitted to use cell phones while they are working?**

Unplugging from the world of electronics and cell phones is a bonus of working in a camp setting. Camp Counselors are not permitted to use personal cell phones while at camp unless authorized or on lunch break.