

## Town of Beekman Recreation & Parks

4 Main Street

Poughquag, NY 12570-9601

845-227-5783 845-227-9685F



[recdirector@townofbeekmanny.us](mailto:recdirector@townofbeekmanny.us) [www.townofbeekman.com](http://www.townofbeekman.com)

*Beekman Rec provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.*

May 2017

Dear Prospective Lifeguard:

Please read all materials before applying. If after reading, an applicant has any questions, the applicant should send an email or call the office.

### What we look for in a staff member:

Beekman Rec is a fun place to work and receives MANY applications each year. This gives us the opportunity to look for the best candidates. Beekman residents are given first consideration. In addition, we look for:

- Individuals that pass a pre-employment physical and drug test
- Lifeguard applicants that are willing and able to attend mandatory training evenings in June (a sample is attached for your reference)
- Individuals that regularly check their email for correspondence from the Rec Department regarding the status of their application
- Independence and confidence demonstrated when the applicant completes his/her own application and makes his/her own phone calls and appointments (not the parent of the applicant)
- Initiative and interest in the position demonstrated by promptly and neatly completing all parts of the application and having the reference forms returned to us by your contacts
- Individuals who have grown in the leadership skills through Beekman Rec's Teen Leadership Council, or our Camp Leadership Programs (Leader-in-Training, Counselor-in-Training and Rec Intern)
- Experience working with the public, especially with children
- Leadership experience in school clubs or sports
- Volunteer experience
- An excellent work ethic that can be verified by references from teachers, advisors, club leaders, supervisors, coaches (not friends or relatives)

### Steps to apply:

1. Read through the attached Position Descriptions and decide if you qualify and are interested in applying for the position.
2. Discuss summer dates with your family to identify any vacation time and then accurately check off the dates you are applying to work on the Rec Department Application Supplement; the Rec must ensure that we have staff to cover all the weeks of the summer and we use this as a guide as we proceed with the hiring process
3. If you are applying for a Lifeguard position ensure that you can attend all the relevant trainings on the attached training calendars
4. Complete the attached Dutchess County Application and return to the Rec Office
5. Complete the Rec Department Application Supplement and return to the Rec Office
6. Complete the box on the 3 References and then distribute to **non-relatives and non-peers** who can attest to your character, work ethic and ability to do the type of work you are applying to perform; the reference forms should be sent back by the persons completing them

Please continue reading on the next page

The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.



**What we do with your application:**

Once we have the application forms and references on file, they will be reviewed by a supervisor at the Rec. If the supervisor believes you will be an asset to Recreation and Parks, you will be emailed or called for an interview. If we leave you a phone message, we expect you to play it before you respond. **The Rec Department does not have a phone capable of texting so we rely heavily on email. Be sure your email is neatly printed and you check it regularly.** Interviews will be held until all positions are filled. Time is of the essence. Hiring may begin immediately for management positions and in January for all other positions. Do not delay, complete your application today!

**What you must do if offered a position:**

- Within 3 days of the offer:
  - Schedule and attend an appointment with TEK Medical Services, Inc., 1075 Rte. 82, Hopewell Junction, for a physical and drug test
  - Make cash or check payment to TEK of up to \$100 to be reimbursed by the Town if you pass the test and accept the position
- Complete additional paperwork supplied to you by our office such as tax forms, and I-9
- **Commit to attend mandatory (and paid!) training sessions** on evenings in June before you begin working with our patrons/campers/swimmers☺

If the applicant has any questions, the applicant should email me or call the Recreation Office at 845-227-5783. If it is after hours and you get our voice mail, please leave a message.

Sincerely,

Jeanne Scigliano  
Recreation Director

enc: Lifeguard Job Description  
Sample Training Calendar for June  
DC Application (4 pages)  
Rec Application Supplement (2 pages)  
Three Reference Forms (2 pages each)

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**TOWN OF BEEKMAN**  
4 MAIN STREET  
POUGHQUAG, NEW YORK 12570-9601  
TEL: (845) 227-5783 • FAX: (845) 227-9685  
email: rec@townofbeekman.com



**Job Title:** Lifeguard

**Classification:** Seasonal

**Job Requirements:** At least 16 years of age, meet Board of Health certification requirements for First Aid, Lifeguarding and CPR, reference check, ability to work with the public

**Reports to:** Aquatic Director and Senior Head Guard

Description of Duties/Responsibilities, including, but not limited to:

- Attend pre-season orientation and training sessions
- Is on time to all trainings and work
- Submits time off requests two weeks in advance and understands that requests will only be granted if coverage is found
- Attend certification classes as required
- Assist with pre-season waterfront preparation
- Maintain professional and courteous relationship with patrons and other recreation staff members at all times
- Maintains self physically fit for the requirements of the position
- Maintain professional attitude and appearance at all times
- Is vigilant about park rules and regulations and courteously enforces same
- Supervision of waterfront while on guarding rotation
- When not guarding complete other park related tasks including:
  - Cleaning bathrooms
  - Emptying garbage cans
  - Assisting or leading activities with kids
  - Cleaning beach, shoreline or other park areas
- Administration of first aid as needed
- Filing of required paperwork and notification to supervising staff when first aid is administered
- Practice and perform safety drills in accordance with Safety Plan
- Follow all Board of Health requirements
- Keep First Aid Station/Guard House clean and orderly at all times, including sweeping and mopping daily
- Assist with Buddy Check training for campers
- Help instructor with water/summer safety program for campers
- Perform daily checklist of required duties
- Assist with end of season closing as needed
- Does related work as required

I have read and understand the above information relating to my employment with the Beekman Recreation Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 2017

CALENDAR YEAR

# JUNE

CALENDAR MONTH

## Sample Training Calendar

SUNDAY

FIRST DAY OF WEEK



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 Day Camp Directors, Leadership Coordinator, Specialty Counselors 6:30-8:30	02	03
04 New Camp Staff 5:30-6:30 All Camp Staff 6:30-8:30	05 Waterfront, Park Managers, Camp Directors, Leadership Coord., Specialty Counselors CPR Recert date or June 8	06 Park Manges, Camp Directors, Leadership Coordinator, Specialty Counselors First Aid Training	07 Waterfront, Park Managers, Camp Directors, Leadership Coord., Specialty Counselors CPR Recert date or June 6	08	09	10
11 All Gate Staff 5-8pm	12 All Camp Staff 6:30-8:30	13 All Waterfront 1-5pm Managers 5:30pm All Staff 6:30-9:30	14 All Gate Staff 5-8pm	15 All Waterfront 3-5:30pm All Managers 5:30pm All Staff 6:30-9:30	16	17
18 All Waterfront 3-6:30pm WSI's 6:30-7:30 All Gate Staff: 5-8pm	19 All Waterfront 3-6pm Managers 6pm All Staff 6:30-9:30	20 Beach Opens All Camp 6:30-8:30pm	21 Prom	22	23	24 Graduation All Camp 5:30-9:30
25 Camp Starts Swim Lessons start Swim Team starts	26	27	28	29	30	01
02	03	04	05	06	07	08

# Dutchess County General Application (see page 1 for specific instructions)

1. Title of Position \_\_\_\_\_

Exam Number(s) (if applicable) \_\_\_\_\_

www.dutchessny.gov

For Office Use Only

Approved \_\_\_\_\_  
 Conditional \_\_\_\_\_  
 Disapproved \_\_\_\_\_

Fee Paid \_\_\_\_\_ Waiver \_\_\_\_\_

2. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Last Name	First Name	Initial
-----------	------------	---------

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Day Phone _____	Evening Phone _____
-----------------	---------------------

4. State your permanent legal residence for each of the geographic areas below, indicating the length of continuous residence to date. Village of Wappingers Falls residents should also include town.

	Area	Yrs/Mos
School District	_____	_____
Village/Town/City	_____	_____
County of	_____	_____
State of	_____	_____

5. If you are under 18 years of age, can you provide proof of your eligibility to work? Yes \_\_\_\_\_ No \_\_\_\_\_

6. If the position you are applying for has minimum or maximum age limits (see announcement), please enter your date of birth:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

7. Are you currently a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", give alien registration number: \_\_\_\_\_

8. Have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", omit questions 9 through 12. If "Yes", refer to Veterans Credits instruction sheet, available upon request.

9. Did you serve in the Armed Forces of the United States during any of the following periods? Yes \_\_\_\_\_ No \_\_\_\_\_

- A. December 7, 1941 to December 31, 1946
- B. June 27, 1950 to January 31, 1955
- C. February 28, 1961 to May 7, 1975
- D. August 2, 1990 to "end of such hostilities"
- E. U.S. Public Health Service: July 29, 1945 to December 31, 1946, or June 27, 1950 to July 3, 1952

10. Did you receive an expeditionary medal for any of the following conflicts? Yes \_\_\_\_\_ No \_\_\_\_\_

- A. Lebanon - June 1, 1983 to December 1, 1987
- B. Grenada - October 23, 1983 to November 21, 1983
- C. Panama - December 20, 1989 to January 31, 1990

11. Are you classified as: (Check appropriate)

A non-disabled war veteran \_\_\_\_\_

A disabled war veteran \_\_\_\_\_

12. Since January 1, 1951, have you used additional credits as a veteran for appointment to any position in the public employment of New York State or any of its civil divisions? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Do you possess certification as an Exempt Volunteer Firefighter? Yes \_\_\_\_\_ No \_\_\_\_\_

14. If you have been employed by the County of Dutchess or by any civil division therein (city, town, village, school district or special district), please state location(s) and dates:

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

15. For examination purposes only:  
 Indicate if you desire accommodation because you ...

- \_\_\_\_\_ ... cannot be tested on the announced exam date due to a conflict with a religious observance or practice.
- \_\_\_\_\_ ... are a handicapped individual and require the following assistance or accommodations:

\_\_\_\_\_

\_\_\_\_\_

# Dutchess County General Application

## Exam Fee Waiver Request

All examinations offered by Dutchess County currently require a non-refundable processing fee. This fee will be waived in accordance with Civil Service Law Section 50.5(b) for candidates who certify they are unemployed *and* primarily responsible for the support of a household, *or* who are receiving public assistance.

Yes

No

\_\_\_\_\_

\_\_\_\_\_

I am unemployed, primarily responsible for the support of a household, and cannot be claimed as a dependant on another person's tax return.

\_\_\_\_\_

\_\_\_\_\_

I am currently receiving Supplemental Security Income (SSI) payments.

\_\_\_\_\_

\_\_\_\_\_

I am currently on Medicaid.

\_\_\_\_\_

\_\_\_\_\_

I am currently receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance). Case number: \_\_\_\_\_ (must be entered)

\_\_\_\_\_

\_\_\_\_\_

I am currently certified for Job Training Partnership Act /Workforce Investment Act programs.

I affirm that the information I have provided is true under the possible penalties of disqualification and perjury.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Affirmation and Authorization to Investigate and Release

The undersigned applicant hereby affirms that the statements made on this application and any attached papers or documents are true under the penalties of disqualification and perjury.

The undersigned applicant hereby authorizes the Department of Human Resources of the County of Dutchess or its agents to investigate matters necessary for the verification of the qualifications of the applicant. Such authorization shall include the right to examine any and all records, files, histories or other information relating to the applicant in the possession of any federal, state or municipal authority, corporation, agent or person. Furthermore, such investigation may include a criminal background investigation, which would require a fingerprint check, to determine overall suitability for employment. Failure to meet standards for the background investigation may result in disqualification. The applicant voluntarily releases from liability all persons or entities supplying or collecting such information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Dutchess County General Application** (Complete in full – attaching a resume is *not* sufficient)

Name \_\_\_\_\_ Position / Exam \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (day) \_\_\_\_\_  
 \_\_\_\_\_ Phone (evening) \_\_\_\_\_

16. LICENSES	Title / Issuing Agency	License Number	Original Date of Issue	Expiration Date
Trade / Professional	_____	_____	_____	_____
Driver	Do you have a valid license to operate a motor vehicle in New York? Yes _____ (Class _____) No _____			

17. EDUCATION AND SKILLS	Name / Location	Dates Attended	F/T or P/T	# Yrs	Major / Type of Course	# of Crds	Degree Earned / Date Awarded
College, Trade or Technical School / Special Courses / Continuing Education	_____	_____	_____	_____	_____	_____	_____
High School	Name of School / Issuing Agency _____						
	Address _____						
	Graduated? Yes _____ No _____		Indicate Equivalency Diploma Number if Applicable _____				
			Indicate Last Grade Completed _____				
Keyboarding	Indicate typing / keyboarding experience and whether from work, training or both: _____						
Computers	Indicate program experience in the following types of software and whether from work or training:						
	word processing	_____					
	spread sheet	_____					
	database management	_____					
	other	_____					
Languages	Indicate languages other than English and general level of ability in speaking, reading and writing: _____						
	_____						

18. WORK EXPERIENCE	List most recent experience first. Attach additional sheets if necessary. A resume is not sufficient. _____ Check to indicate you do not wish your present employer to be contacted at this time.	
Length of Employment Mo/Yr Mo/Yr From To	Firm Name	Address
Hours per Week	Duties (indicate % of time for each) _____	
Earnings	_____	
Title	_____	
Type of Business	_____	
Supervisor	_____	
Supervisor's Title	_____	

## Dutchess County General Application

### 18. WORK EXPERIENCE (Cont'd)

(Attach additional sheets if necessary, following this format. A resume is not sufficient You must indicate months and hours worked per week to receive credit for work experience.)

Length of Employment Mo/Yr      Mo/Yr From:      To:	Firm Name: _____ Address: _____
Hours per Week: _____ Earnings: _____ Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr      Mo/Yr From:      To:	Firm Name: _____ Address: _____
Hours per Week: _____ Earnings: _____ Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr      Mo/Yr From:      To:	Firm Name: _____ Address: _____
Hours per Week: _____ Earnings: _____ Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____
Length of Employment Mo/Yr      Mo/Yr From:      To:	Firm Name: _____ Address: _____
Hours per Week: _____ Earnings: _____ Title: _____ Type of Business: _____ Supervisor: _____ Supervisor's Title: _____	Duties (indicate % of time for each) _____ _____ _____ _____ _____



# Application Supplement

## Town of Beekman Recreation & Parks

4 Main Street, Poughquag, NY 12570-9601

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**PRINT CLEARLY**

Last Name	First Name	Middle Initial	Email that <b><u>YOU</u></b> check <b>DAILY!</b>
Home Phone		Cell Phone	

**Indicate dates you are applying to work**

*All staff **MUST** attend evening trainings in June and are asked to work Community Day*

Mandatory:	Evenings in June for Training ___ Yes ___ No		
Prep Waterfront:	Week of June 4 <sup>th</sup> ___ Yes ___ No	Week of June 11 <sup>th</sup> ___ Yes ___ No	
Early Summer Beach Hours	June 21-24 ___ Yes ___ No		
Session 1:	Week of June 25-July 1 ___ Yes ___ No	Week of July 2-July 8 ___ Yes ___ No	
Session 2:	Week of July 9-July 15 ___ Yes ___ No	Week of July 16-July 22 ___ Yes ___ No	
Community Day (mandatory):	Sat. July 22 ___ Yes ___ No	Sun. Rain date July 23 ___ Yes ___ No	
Session 3:	Week of July 23-July 29 ___ Yes ___ No	Week of July 30-Aug. 5 ___ Yes ___ No	
Session 4:	Week of Aug. 6-Aug. 12 ___ Yes ___ No	Week of Aug. 13-Aug. 19 ___ Yes ___ No	
Post camp to end of summer:	Week of Aug. 20-Aug. 26 ___ Yes ___ No	Week of Aug. 27-Sept. 4 ___ Yes ___ No	

Describe any leadership experiences you have had: \_\_\_\_\_

Please describe any interests or skills that you could share with Rec members: \_\_\_\_\_

List updated certifications, licenses and trainings (**Please enclose a copy**):

<u>Type</u>	<u>Expires</u>	<u>Type</u>	<u>Expires</u>
Project Adventure _____	_____	CPR (Type) _____	_____
Community First Aid _____	_____	Lifeguard _____	_____
AED _____	_____	WSI _____	_____
RTE _____	_____	Lifeguard Management _____	_____
EMT _____	_____	Lifeguarding Instructor _____	_____

**Please turn OVER to complete the back and sign**

List 3 non-relatives and non-peers who can attest to your character, work ethic and ability to do the type of work you are applying to perform

NAME & EMAIL	ADDRESS	PHONES	POSITION/ TITLE

- I certify that the statements made on submitted materials are true and correct to the best of my knowledge.
- I understand that any misinformation, falsification or failure to disclose pertinent information will result in the termination of my services.
- I authorize all present or prior employers, educational institutions and the individuals listed by me, to release to Beekman Recreation, any information relevant to my application, including information about my employment record, and hereby release them from liability and responsibility for doing so.
- I understand that Beekman Rec reserves the right to conduct a criminal background check.
- If hired I agree to consent to random blood and alcohol testing and that failure to submit to such testing immediately shall be grounds for dismissal.
- I understand that any offer of employment is contingent upon:
  - My supplying documentation to substantiate my identity and employment eligibility sufficient to complete the I-9 Form required by the Federal Immigration and Control Reform Act of 1986
  - My scheduling, paying for, and partaking in, a physical and a drug test at TEK Occupational Services, Inc., 1075 Rte. 82, Hopewell Junction within 3 days of any job offer.
  - I understand that Town of Beekman will reimburse me for the ~\$100 fee if I pass the test and accept the position.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

For minors, a Parent/guardian signature indicates agreement with all of the above:

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

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**REQUEST FOR REFERENCE**

The person named below has given your name as a reference in applying for a position in the Town of Beekman Recreation & Parks Department. It is important that Rec staff are hard working, honest, creative, respectful and responsible. We appreciate your evaluating as carefully as possible the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

**APPLICANTS: Complete this box before distributing**

I \_\_\_\_\_ am applying to be a \_\_\_\_\_  
Applicant's Name List positions applying for

at the Town of Beekman, Recreation & Parks Department. I request that \_\_\_\_\_  
complete this form as a reference for this position/s.

\_\_\_\_\_ I have retained my right of access to this reference

\_\_\_\_\_ I have waived my right of access to this reference

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**REFERENCES: Complete this section and back side of page**

- How long and in what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_
- If applicant worked for you, would you rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_
- The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in such an environment? \_\_\_\_\_  
\_\_\_\_\_
- To your knowledge, what is the ability of the applicant to get along with:  
children: \_\_\_\_\_  
peers: \_\_\_\_\_  
adults of a different generation: \_\_\_\_\_

**OVER PLEASE**

5. Please indicate your judgment of the applicant in the following areas:

	Excellent	Good	Weak	No Opportunity to know	Comments
Courteousness					
Friendliness					
Work ethic					
Respectfulness					
Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improves					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

\_\_\_\_\_ Below Average

\_\_\_\_\_ Above Average

\_\_\_\_\_ Average

\_\_\_\_\_ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Office Use ONLY

Reference Verified: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Comments:

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\_\_\_\_\_ I have retained my right of access to this reference

\_\_\_\_\_ I have waived my right of access to this reference

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**REFERENCES: Complete this section and back side of page**

1. How long and in what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_

2. If applicant worked for you, would you rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

3. The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in such an environment? \_\_\_\_\_  
\_\_\_\_\_

4. To your knowledge, what is the ability of the applicant to get along with:  
children: \_\_\_\_\_  
peers: \_\_\_\_\_  
adults of a different generation: \_\_\_\_\_

**OVER PLEASE**

5. Please indicate your judgment of the applicant in the following areas:

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Friendliness					
Work ethic					
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Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improves					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

\_\_\_\_\_ Below Average

\_\_\_\_\_ Above Average

\_\_\_\_\_ Average

\_\_\_\_\_ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Office Use ONLY

Reference Verified: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Comments:

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Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**REFERENCES: Complete this section and back side of page**

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\_\_\_\_\_

2. If applicant worked for you, would you rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

3. The Parks are drug, alcohol and smoke-free facilities. How would the applicant fit in such an environment? \_\_\_\_\_  
\_\_\_\_\_

4. To your knowledge, what is the ability of the applicant to get along with:  
children: \_\_\_\_\_  
peers: \_\_\_\_\_  
adults of a different generation: \_\_\_\_\_

**OVER PLEASE**

5. Please indicate your judgment of the applicant in the following areas:

	Excellent	Good	Weak	No Opportunity to know	Comments
Courteousness					
Friendliness					
Work ethic					
Respectfulness					
Communication skills					
Exhibits initiative/is a self-starter					
Completes undesirable tasks cheerfully					
Creativity					
Demonstrates responsibility					
Cooperates well with co-workers					
Has a positive attitudes toward persons of other races, nationalities and religions					
Willingly and cheerfully follows direction and advice from a supervisor					
Has ability to relate well with adults					
Has ability to relate well with children					
Willingly accepts criticism and improves					
Exhibits common sense					
Demonstrates maturity					
Has integrity					
Exhibits loyalty					
Can be flexible					
Has a positive attitude					
Is Prompt					

6. How would you rate applicant as a potential Recreation & Parks staff member and year-round role model?

\_\_\_\_\_ Below Average

\_\_\_\_\_ Above Average

\_\_\_\_\_ Average

\_\_\_\_\_ Exceptionally Qualified

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to work with in a recreational setting.

Signature \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Office Use ONLY

Reference Verified: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Comments: