

WATERFORD RECREATION AND PARKS COMMISSION

2017 SUMMER JOBS FOR MINORS PROGRAM

TO: ALL APPLICANTS AND PARENTS/GUARDIANS
FROM: BRIAN W. FLAHERTY, DIRECTOR, RECREATION AND PARKS
PROGRAM DATES: JULY 3st THROUGH AUGUST 4th, 2017.(NO work on July 4th)
HOURS: 8:00 A.M. TO 1:00 P.M. – Monday through Friday (20 minute lunch break)
PAY: \$10.10 PER HOUR, 25 HOURS A WEEK.

IMPORTANT: NO APPLICATIONS WILL BE ACCEPTED WITHOUT A SOCIAL SECURITY NUMBER*

The Recreation and Parks Commission will conduct and administer a "Summer Jobs for Minors Program". Depending on the number of applicants, the Program will employ (10) youths, ages 14-17, a SJFM Supervisor and one (1) Crew Leader (over eighteen years). Most of the positions will be ground maintenance laborers, custodial and clerical. The youths, ages 14-17 will be chosen by a "LOT" procedure, prescribed by the Commission. All other positions will be interviewed and selected by the Director. The requirements of these positions are as follows:

- A. ALL APPLICANTS MUST BE WATERFORD RESIDENTS:
- B. ALL APPLICANTS MUST BE 14 YEARS OLD BY JULY 3, 2017.
- C. ALL APPLICANTS MUST MEET THE SKILL REQUIREMENTS FOR THE POSITION.
- D. ALL APPLICANTS MUST BE ABLE TO GET TO WORK ASSIGNMENTS ON TIME AND STAY FOR THE DURATION OF THE PROGRAM.
- E. PARENTS/GUARDIAN WILL SIGN THE APPLICATION.
- F. ALL APPLICATIONS ARE DUE AT THE RECREATION OFFICE BY THURS, JUNE 14, 2017.
- G. SELECTIONS WILL BE MADE ON FRIDAY, JUNE 16, 2017 AT THE RECREATION AND PARKS OFFICE IN THE COMMUNITY CENTER, 24 ROPE FERRY ROAD.

*SOCIAL SECURITY NUMBERS are obtained by appearing at the Social Security Office, 2 Shaws Cove, New London. Be sure to get a receipt, stating that you have applied for number.

WATERFORD RECREATION AND PARKS COMMISSION

SUMMER JOBS FOR MINORS GENERAL INFORMATION

All completed applications **MUST BE RETURNED** to the Recreation and Parks Office at 24 Rope Ferry Road, Waterford, or mailed to Recreation and Parks Commission, 15 Rope Ferry Road, Waterford, Ct. 06385. If you have any questions, call 444-5881.

RULES AND REGULATIONS: This is work experience program and all chosen workers will be expected to perform the duties assigned in a cooperative, energetic and timely manner. The Town depends on you to work every day. Work sites will change for some, on a daily basis. Transportation to and from the site is your responsibility. Personal safety and concern for other will be observed at all times. For further information, please call the Recreation Office at 444-5881. General Town policies will be reviewed at a meeting prior to the start of the program.

STARTING DATE: JULY 3, 2017 TO AUGUST 4, 2017. (**NO** work on Tuesday, July 4th)

WORKING HOURS: 8:00 A.M. TO 1:00 P.M., Monday thru Friday.

RATE OF PAY: \$10.10 PER HOUR, 25 HOURS PER WEEK. (the first week's pay check is held back).

TRANSPORTATION: Each worker is responsible for their own transportation to/from job sites.

PUNCTUALITY/ATTENDANCE: You are expected to report to work at 8:00 a.m.

- a. If late, you will be docked per ½ hour.
- b. Chronic tardiness and/or absenteeism will result in termination.
- c. If absent for illness, call the office – 444-5881, after 8:00 a.m.
- d. Extended periods of illness must be supported by a physician's statement.

PROPER WORK HABITS: You will be expected to perform the duties assigned to you in a safe and work-like manner at all times. Your Supervisor will provide training and guidance.

CLOTHING: It is strongly suggested: Long pants, long sleeved shirts, hats, and sturdy shoes. (opened toed shoes or sandals **ARE NOT** permitted for maintainer type work). Minimum requirement for maintenance work: full tee shirt, knee length shorts and sturdy shoes. Recreation and Parks will supply one (1) pair of work gloves for those workers outside. Sunscreen is recommended. Appropriate dress will apply to clerical positions.

INJURIES: All injuries, no matter how minor, must be reported to the Supervisor.

LUNCH/BREAKS: The Supervisor will determine these times for each day. Bring your lunch and plenty of drink with you, to the job site.

RAINY DAYS: Cancellations will be on the radio stations: **WNLC98.7 FM OR KOOL 101BY 7:00** A.M. Call the office if you are not sure. (444-5881)

TOWN OF WATERFORD

WATERFORD RECREATION AND PARKS COMMISSION

SUMMER JOBS FOR MINOR'S EMPLOYMENT APPLICATION

NAME _____ DATE _____

ADDRESS _____ PHONE _____

BIRTH DATE _____ *SOCIAL SECURITY NUMBER _____

DESCRIBE ANY HEALTH CONCERNS THAT COULD EFFECT YOUR WORK _____

NAME/ADDRESS OF PERSON TO NOTIFY IN CASE OF AN EMERGENCY: _____

PHONE _____

EDUCATION

JUNIOR HIGH _____ GRADE _____

HIGH SCHOOL _____ GRADE _____

COLLEGE _____ YEAR _____

HAVE YOU EVER BEEN EMPLOYED BY THE TOWN OF WATERFORD _____

IF YES, IN WHAT DEPARTMENT _____

WHAT WORK EXPERIENCE HAVE YOU HAD _____

WHAT SPECIALS SKILLS DO YOU HAVE? (KEYBOARDING, FILING, ART, ETC.) _____

SIGNATURE OF APPLICANT _____

SIGNATURE OF PARENT/GUARDIAN _____

NOTE: IF YOU ARE HIRED, THE U.S. GOVERNMENT REQUIRES ALL TOWN EMPLOYEES TO PRESENT THEIR IDENTIFICATION CARDS TO OUR OFFICE FOR COPYING. IF THIS IS NOT DONE, YOU MAY BE REPLACED. THE LIST OF ACCEPTABLE IDENTIFICATION DOCUMENTS IS FOUND ON THE RECERSE SIDE OF THE U.S. ELIGIBILITY VERIFICATION FORM I-9.

- SOCIAL SECURITY NUMBERS ARE OBTAINED BY APPEARING AT THE SOCIAL SECURITY OFFICE LOCATED AT 2 SHAWS COVE, NEW LONDON. BE SURE TO GET A RECEIPT STATING YOU HAVE APPLIED FOR A SOCIAL SECURITY NUMBER.