City of Trenton  
W. REED GUSCIORA, MAYOR  
Department of Recreation, Natural Resources & Culture  

Job Announcement

The Division of Recreation is welcoming applications for employment to support 2019 Summer in the Capital City series of programs and events. We expect new hires to work from Monday, June 24, 2019 – Friday, August 30, 2019, operating five days a week or unless otherwise noted. We have positions available for the listed programs below:

**Summer Food Service Program** - provides free, nutritious breakfast and lunch to help children in low-income areas get the nutrition they need. These meals support our children to learn, play and grow throughout the summer months when they are out of school. Positions available are:

- Seasonal Assistant Coordinator [requires a personal vehicle and a valid driver’s license] $14.00 per hour; 35 hour work week
- Seasonal Secretary - $13.00 per hour; 35 hour work week
- Seasonal Bookkeeper - $15.00 per hour; 35 hour work week
- Seasonal Monitors [requires a personal vehicle and a valid driver’s license] - $12.00 per hour; 35 hour work week
- Seasonal Site Supervisors [requires a personal vehicle and a valid driver’s license] - $11.00 per hour; 30 hour work week
- Seasonal Assistant Site Supervisors - $10.00 per hour; 30 hour work week
- Seasonal Student Assistants - $8.85 per hour; 30 hour work week

**Summer Pool Program** - the swimming program provides ongoing instructional lessons in basic water safety, competitive swimming strokes, lifeguard training, C.P.R. and First aid. Positions available are:

- Seasonal Summer Pool Coordinator [requires a personal vehicle and a valid driver’s license] - $18.00 per hour; 40 hour work week
- Seasonal Summer Pool Support [a personal vehicle and a valid driver’s license is preferred] - $10.00 per hour; 35 hour work week
- Seasonal Pool Security [a personal vehicle and a valid driver’s license is preferred] - $12.00 per hour; 40 hour work week

**Division of Recreation** - is responsible to develop and operate recreational activities and programs; passive and active, including the administration of recreational facilities. Available positions are:

- Seasonal Playground Coordinator [requires a personal vehicle and a valid driver’s license] - $15.00 per hour; 35 hour work week
- Seasonal Assistant Playground Coordinator [requires a personal vehicle and a valid driver’s license] - $12.00 per hour; 35 hour work week
- Seasonal Student Assistants [requires a personal vehicle and a valid driver’s license] - $9.00 per hour; 35 hour work week

**Division of Recreation (Office)**

- Seasonal Office Support - $13.00 per hour; 35 hour work week
- Bus Driver [requires CDL with passenger license] - $17.00 per hour; 35 hour work week

Anyone interested in applying should come to Trenton City Hall, 319 East State Street, Trenton, New Jersey and pick up an application located on the 1st floor back Security Desk. In the “Specify Type of Work Applied for” on your application please write “Recreation” and the job title applying for. If you have any additional questions or concerns please contact the Division of Recreation at 609-989-3635.
Summer Employment Application Supplement

Thank you for your interest in Summer Seasonal Employment opportunities with the City of Trenton. This includes the Mayor’s Summer Youth Employment Initiative for youth 16-21 years old. Please be aware of the general information below and note that dates are subject to change.

**General Summer Employment Information**

1. If you are interested in employment with the Division of Recreation for the summer, please be advised of the information below and dates associated with these positions. Detailed job descriptions will be provided during the interview.
2. For all positions, applications will be accepted until the positions are filled.

**Division of Recreation Employment Information**

1. Interviews will be scheduled beginning the week of Monday, April 22nd – Friday, May 3rd.
2. If selected as a candidate for hire a background check form will be provided at the end of your interview for you to complete. *All candidates must pass a background check and medical screening in order to be hired by the City of Trenton.*
3. All candidates must complete job skills training scheduled during the month of May and June 2019.
4. All new hires must attend Summer Food Service Program and First Aid/CPR training. Training will be available towards the end of May 2019/beginning of June 2019. Multiple training dates will be provided; you are welcome to pick the date and time that works best for your schedule.

**Summer Youth Employment Initiative Information**

1. Jobs available through the Mayor’s Summer Youth Employment Initiative are provided by Trenton-area nonprofits, businesses and the City’s Division of Recreation.
2. All candidates must complete job skills training scheduled during the month of May & June 2019.
3. All candidates will be required to interview for their positions.
4. Completion of background check and medical screening is dependent on the employer, but all candidates should be prepared for both screenings.
APPLICATION FOR EMPLOYMENT
CITY OF TRENTON

An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or handicap. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors. PLEASE PRINT (except for signatures) RECREATION

Specify Job or Type of Work Applied for: ___________________________ Today’s Date ___________________________

PERSONAL DATA

Last Name __________________ First Name __________________ Middle Name __________________ Telephone Number __________________

Present Address __________________ City __________________ State __________________ Zip Code ____________

Social Security Number __________________ Birth Date __________________

Are you a citizen of the United States or do you have a valid work permit? (Check One) Yes____ No____

Have you ever applied for employment with the City? Yes____ No____; If yes: Month & Year Location____

GENERAL

Have you ever worked for the City of Trenton? (Check one) Yes____ No____ If yes, list title and dates below:

______________________________

Are you presently employed? (Check one) Yes____ No____

Do you have a valid driver’s license? (Check one) Yes____ No____ Do you have a valid CDL? (Check one) Yes____ No____

EDUCATION

High School __________________ Location____________________ Highest Grade Completed __________________

Did you graduate? Yes____ No____ Year____

College __________________ Location____________________ Highest Grade Completed __________________

Did you graduate? Yes____ No____ Year____

WORK HISTORY

1. Name of Most Recent Employer __________________ Location __________________ City _______ State _______ Zip ___

Telephone __________________ Job Title __________________ Job Duties __________________

Dates of Employment ______ To ______ Reason for leaving __________________

Name of Supervisor ______________________ MAY WE CONTACT? Yes____ No____
2. Name of Most Recent Employer ___________________________ Location ___________________________
   Telephone ___________________________ Job Title ___________________________ Job Duties ___________________________
   City State Zip ___________________________

   Dates of Employment ________To__________ Reason for leaving ___________________________

   Name of Supervisor ___________________________ MAY WE CONTACT? Yes___ No___

3. Name of Most Recent Employer ___________________________ Location ___________________________
   Telephone ___________________________ Job Title ___________________________ Job Duties ___________________________
   City State Zip ___________________________

   Dates of Employment ________To__________ Reason for leaving ___________________________

   Name of Supervisor ___________________________ MAY WE CONTACT? Yes___ No___

OTHER TRAINING AND/OR SPECIAL SKILLS (Including Volunteer Experience)

Languages other than English that you speak frequently________________________

Equipment which you can operate________________________

Can you type? Yes___ No___ If yes, how many words per minute________________________

Do you have computer skills and experience? Yes___ No___ If yes, explain in detail (specific knowledge & experience with equipment and program software)________________________

Other clerical skills/ experience including filing, answering telephones, bookkeeping, equipment repair, etc.________________________

MILITARY

Did you serve in the U.S. Armed Forces? Yes___ No___ If yes, (branch) ___________________________ Describe any training received relevant to the position for which you are applying ___________________________

REFERENCES

Give three professional references.
Name ___________________________ Address ___________________________ Phone ___________________________ Occupation ___________________________

1. ___________________________ ___________________________ ___________________________ ___________________________

2. ___________________________ ___________________________ ___________________________ ___________________________

3. ___________________________ ___________________________ ___________________________ ___________________________

EMERGENCY CONTACT INFORMATION

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________ Telephone ___________________________

Address ___________________________

City and State ___________________________ Zip Code ___________________________

Relationship ___________________________
The City of Trenton is committed to filling City jobs with qualified City residents. By Ordinance (94-53), persons hired to fill City jobs must have a permanent residence within the City of Trenton. I understand that if I accept an offer of employment with the City, I will be required to complete a Certificate of Residency, legally confirming my bona fide City residence.

______________________________
Signature of Applicant as Acknowledgement

______________________________
Date

PRE-EMPLOYMENT DRUG SCREENING ACKNOWLEDGMENT

I understand that my employment with the City of Trenton is conditioned upon my successfully completing a test (negative result) for the presence of illegal drugs and/or the presence of alcohol as prescribed by the City. Any offer of employment with the City of Trenton that has been made prior to the pre-employment drug screening will be withdrawn if I test positive for illegal drugs and/or alcohol.

______________________________
Signature of Applicant as Acknowledgement

______________________________
Date

INFORMATION RELEASE AUTHORIZATION

I do hereby authorize representatives of the City of Trenton, State of New Jersey, to obtain any and all information of a private and confidential nature concerning arrest records, criminal history summaries, warrant information, driver license information and any other information relative to my background, that has been recorded or otherwise; and do hereby release the City of Trenton, and all other individuals connected therewith, from all liability, for any damage whatsoever incurred in furnishing such information.

______________________________
Signature of Applicant as Acknowledgement

______________________________
Date

AFFIDAVIT

I certify that the information given by me on this Application is true and correct without consequential omissions of any kind whatsoever. If I am appointed on the basis of any incorrect statements or misleading information that I have supplied above, I will be subject to removal.

______________________________
Signature of Applicant as Acknowledgement

______________________________
Date

THIS APPLICATION IS NOT AN OFFER OF EMPLOYMENT

Revised June 2015