

**Please read job description carefully before filling out a  
Customer Service Application!**

**Customer Service Staff Duties → 16 years +**

1. Maintains a pleasant and cordial atmosphere for patrons utilizing the pool complex and delivers excellent customer service on the phone.
2. Checks ID cards **and/or** collects proper fees from all persons entering the pool complex.
3. Keep accurate records of fees collected from our online registration system.
4. Duties in addition to those mentioned above:
  - a. Maintain a clean environment in the pool front office
  - b. Pick up all trash and litter in and around pool complex including Community Room, Wading Pool area, Concession area and Pavilion areas
  - c. Empty trash cans
  - d. Water plants in whiskey barrels in and around pool complex
  - e. Help with **cleaning/checking/monitoring** locker rooms and family changing areas on a rotating basis as needed
  - f. Help with set up for birthday parties and special events
5. Perform inventory of plastic pants at the Pool Front Office.
6. Organize flotation vests at the Pool Front Office.
7. Occasionally may be rotated to work at the Recreation Department Office.  
-Answering phones, helping with phone registrations, in-person registrations and other tasks as designated by the Customer Service Manager.

**8. MANDATORY HOURS ARE REQUIRED FOR THE FOLLOWING:**

1. **Customer Service Staff Orientation: May 16, 2020 at 9:30 am**
2. **First Three Weekends: May 23, 24 & 25. May 30 & 31. June 6 & 7.**  
The Pool Complex will open full time on **Saturday, June 13, 2020.**
3. **Community Events: Community Night Out August 4, 2020 & Aquathon August 16, 2020 (Rain Date August 23)** plus other special events.

Email [vcaines@princetonnj.gov](mailto:vcaines@princetonnj.gov) with any questions.

**\*Applications must be filled out and brought to the Recreation Office.  
The office is open M-F from 9:00am-5:00pm.\***

Date: \_\_\_\_\_

## **Seasonal Employment Application**

**Please Print**

Name (Last, First): \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (Cell): (    ) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Please list position(s) applied for: \_\_\_\_\_

**Expectations and Requirements for all Positions:**

- Be courteous in dealing with the general public and staff members
- Some positions may require working weekends, holidays and irregular hours
- Certain positions require applicant be a minimum of 18 years of age
- If under 18 years of age, working papers are required prior to start date

Have you been previously employed by the Princeton Recreation Department: \_\_\_\_ Yes \_\_\_\_ No

If yes, give date \_\_\_\_\_

If hired, please list the date you can begin working: \_\_\_\_\_

Do you possess a valid driver's license: \_\_\_\_ Yes \_\_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_\_ Yes \_\_\_\_ No

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_\_ Yes \_\_\_\_ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

**NJ Residency required by State Statute R.S.52:14-7**

**Princeton Recreation Department is an Equal Opportunity Employer M/F/V/D**

**Education:**

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**EMPLOYMENT HISTORY**

From Month/Yr	To Month/Yr	Name and Location of Organization	Position Title	Final Pay Rate	Supervisor/ Phone	May We Contact for a Reference?	Reason for Leaving

Please list any upcoming dates/times of day when you are not able to work: \_\_\_\_\_

Please list all current certifications: \_\_\_\_\_

**References:**

Name & Organization:	Position/Title:	Phone Number:

**Understandings and Agreements:**

As an applicant for a position with the Princeton Recreation Department, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application could be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if PRD later discovers that information on this form was incomplete, untrue, or inaccurate. I give PRD the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give PRD the right to secure additional job-related information about me. I release PRD and its representatives from all liability for seeking such information. I understand that PRD is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that PRD will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that PRD may terminate me at any time in accordance with its established policies and procedures. No representatives of PRD may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

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