



Princeton Recreation Department
380 Witherspoon Street
Princeton, NJ 08540
P: 609/921-9480
recreation@princetonnj.gov

NOTICE OF VACANCY

Date: February 1, 2020
Department: Recreation
Position: Seasonal (Part-Time) Park Maintenance
Work Hours: Hours can vary seasonally (6am – 2:30pm or 7 am – 3:30pm) Schedule is generally Monday – Friday but can include some weekend work, particularly in the summer.
Start Date: Flexible
Compensation: \$11/hour
Apply by: Open until filled

Description: The Princeton Recreation Department is hiring seasonal park maintenance workers for spring and summer employment. Tasks may include but not limited to; ballfield preparation, mowing, trimming, weed whacking, landscaping, pool custodial maintenance, painting, hauling, lifting and other general maintenance duties.

Requirements: Must be 18 years of age or older. Must be able to lift 40 lbs. Valid NJ Driver's license in good standing. NJ Residency required by State Statute: R.S.52:14-7

Submit application to: recreation@princetonnj.gov

Or in person to: Princeton Recreation Department, 380 Witherspoon St, Princeton, NJ 08540

Application available online at: www.princetonrecreation.com under the "Seasonal Employment" Tab.

Application Deadline: Open

EOE – M/F/D/V

Posted on: Human Resources Office
Monument Hall Employee Bulletin Board
Police Department Bulletin Board
Corner House Bulletin Board
SOC – River Road Facility
Public Works Garage – Harrison Street
Public Works Garage – John Street
Witherspoon Hall Employee Bulletin Board
Recreation Department Bulletin Board
Public Works Garage – Valley Road
Spring Street Garage – Parking Operations

PRINCETON RECREATION DEPARTMENT

380 Witherspoon Street - Princeton, NJ 08540 – p: 609-921-9480 – f: 609-688-2040
www.princetonrecreation.com

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 _____