



City of Syracuse APPLICATION FOR EMPLOYMENT

MAIL OR DELIVER TO:

Office of Personnel & Labor Relations • City Hall • 233 E. Washington Street • Rm 312 • Syracuse, New York 13202-1476

The City of Syracuse affirmatively recruits, hires, and promotes without regard to age, marital status, race, creed, color, sex, religion, citizenship, national origin, disability, genetic predisposition or carrier status, pregnancy or sexual orientation; and actively employs Vietnam Era Veterans and disabled persons.

PERSONAL DATA (Please Print)

| | | |
|--|--------------------|---|
| Name (Last, First, Middle) | | |
| Address (Street) | (Apt. No.) | Are you a resident of the City of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (City) | (State) | (Zip) |
| | | Social Security Number |
| Telephone: Home () _____ Business () _____ Cell () _____ | | |
| U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, visa status | Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not please state age: _____ |

EMPLOYMENT DATA (Please check all that applies)

Position(s) Applied For:

Laborer _____
 Driver _____
 Janitor _____
 Administrative _____
 Clerical _____
 Technical _____
 Secretarial _____
 Typing Speed _____
 Other (list) _____

Departments(s) Applied For:

Assessment _____
 Aviation _____
 Budget _____
 Dept. of Public Works _____
 Engineering _____
 Finance _____
 Fire _____
 Information Technology _____
 Law _____
 Neighborhood & Bus.Dev. _____
 Parks & Rec. _____
 Personnel _____
 Police _____
 Purchasing _____
 Research _____
 Water _____
 Other (list) _____
 All _____

Regular Full Time Summer Part-Time

If an operator's license is required for the job you have applied for, please indicate:

Type of Class _____ Expiration Date _____ I.D. # _____

Have you previously been employed by the City of Syracuse? Yes No

If yes, when? _____ Where? _____

U.S. MILITARY SERVICE

Have you ever been a member of the U.S. Military? Yes No

If yes, please complete:

| Branch | Entry Date | Discharge Date | Type of Discharge | Rank |
|--------|------------|----------------|-------------------|------|
| | | | | |

EDUCATIONAL RECORD *Attach additional sheets if more space is needed.

| | Name of School | Location | Graduated yes/no | Degree Received | Major | Degree Date |
|----------------------|----------------|----------|---------------------|--------------------|-------|----------------|
| High School | | | | | | |
| College | | | | | | |
| Graduate School | | | | | | |
| Vocational/Technical | | | | | | |
| Other | | | | | | |

Do you have a license, certification, or other authorization to practice a trade or profession? Yes No

If yes, please explain:

WORK HISTORY (Start with most recent position) *Attach additional sheets if more space is needed.

| | | | |
|---|--------------------------|----------------|---------------------|
| 1 | From _____ To _____ | Position _____ | Rate of Pay _____ |
| | Firm _____ | Address _____ | Hrs. Per Week _____ |
| | Supervisor _____ | Duties _____ | |
| | Reason For Leaving _____ | | |
| 2 | From _____ To _____ | Position _____ | Rate of Pay _____ |
| | Firm _____ | Address _____ | Hrs. Per Week _____ |
| | Supervisor _____ | Duties _____ | |
| | Reason For Leaving _____ | | |
| 3 | From _____ To _____ | Position _____ | Rate of Pay _____ |
| | Firm _____ | Address _____ | Hrs. Per Week _____ |
| | Supervisor _____ | Duties _____ | |
| | Reason For Leaving _____ | | |

BACKGROUND INVESTIGATION: Applicants may be required to undergo a criminal history background investigation. Failure to pass a background investigation may result in denial of employment. Pursuant to the Syracuse Fair Employment and Licensure Ordinance ("Ordinance"), the City does not conduct criminal history background checks during the application process until after an applicant is deemed qualified for a position and such applicant has been extended a conditional offer of employment, with the exception of the following: 1.) positions in which the City is barred from hiring an individual with certain convictions; 2.) the Syracuse Police Department or any "police officer" and "peace officer" positions; and 3.) inquiries specifically authorized pursuant to applicable law. Pursuant to the Ordinance and New York State law, an applicant may not be denied employment because of a prior criminal record, unless there is a direct relationship between the offense and the employment sought or unless hiring would constitute an unreasonable risk.

DECLARATION: I declare that, subject to penalties of perjury, any statements made on or in connection with this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct. I understand that any deliberate misrepresentation or omission of facts may be cause for voiding this application or termination of employment, unless otherwise prohibited by law. I also understand that all statements made in connection with this application are subject to verification.

APPLICANT'S SIGNATURE _____ **DATE** _____

| | | |
|---|-------------|--------------------|
| DEPARTMENT USE ONLY Interviewer: _____ | Date: _____ | Disposition: _____ |
| Additional Information: _____ | | |

SEASONAL EMPLOYMENT

The City of Syracuse Department of Parks, Recreation & Youth Programs divides its seasonal employment opportunities into two seasons, Summer and Fall/Winter/Spring. The Summer season is June through August and the Fall/Winter/Spring season ins September through May. Actual Dates of emplyment vary during each season, depending upon specific program needs. Applicants hired for the following positions are employed on a seasonal basis, with employment officially terminated at the end of the season.

POSITION(S) APPLYING FOR: Please check your job preference

(Please refer to the job description sheet for job requirements/hours before indicating your job choices)

Summer Choices

- | | | |
|---|---|--|
| <input type="checkbox"/> Aquatic Lifeguard | <input type="checkbox"/> Day Park Supervisor | <input type="checkbox"/> Mobile Recreation *requires vehicle* |
| <input type="checkbox"/> Aquatics Pool Aide | <input type="checkbox"/> Day Park Recreation Aide | <input type="checkbox"/> Mobile Arts & Crafts *requires vehicle* |
| <input type="checkbox"/> Basketball League Coach | <input type="checkbox"/> Grounds Keeper | <input type="checkbox"/> Night Security - Pools |
| <input type="checkbox"/> Basketball League Scorekeeper | <input type="checkbox"/> Golf Course Attendant | <input type="checkbox"/> Night Recreation Assistant |
| <input type="checkbox"/> Summer Camps - Please list which camps you are interested in | | <input type="checkbox"/> Night Recreation Director |

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Fall/Winter/Spring Positions

- | | | | |
|--|--|---|--------|
| <input type="checkbox"/> After-School Recreation | <input type="checkbox"/> Aquatics Lifeguard | <input type="checkbox"/> Ice Rink Assistant Manager | |
| <input type="checkbox"/> All-Star Band | <input type="checkbox"/> Aquatics Instructor | <input type="checkbox"/> Ice Rink Manager | |
| <input type="checkbox"/> Ice Rink Attendant | <input type="checkbox"/> Tutor | Do you know how to skate? | Yes No |

RECREATION APPLICANTS:

List any special skills and/or experience in athletics, arts & crafts, music, drama, youth games & activities, etc.:

CERTIFICATION

Lifeguard Training

First Aide (indicate Level)

CPR - Basic Life Support

Water Safety Instructor

Other _____

EXPIRATION DATE (MONTH/DAY/YEAR)

Work Availability: Please list what days and hours you are available to work. Please note, the summer program is only seven(7) weeks and you are expected to work the duration however, if you need extended time off please indicate.

Days available to work _____ Hours: _____

Start Date: _____ End Date: _____ Time off: _____

