

# ATHENS-CLARKE COUNTY GOVERNMENT

## LEISURE SERVICES DEPARTMENT SUMMER EMPLOYMENT APPLICATION

(See the attached list of positions and summer camp/facility locations available. You may apply for up to four positions and camp/facility locations on this application.)

**Position(s) in order of 1<sup>st</sup> choice, 2<sup>nd</sup>, etc.:**

*Example:*

1<sup>st</sup> choice Counselor  
2<sup>nd</sup> Day Camp Director  
3<sup>rd</sup> Lifeguard

**Preferred Camp/Facility Location**

*Example:*

1<sup>st</sup> choice East Athens Community Center  
2<sup>nd</sup> Memorial Park  
3<sup>rd</sup> Any facility

1<sup>st</sup> choice \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_  
4<sup>th</sup> \_\_\_\_\_

1<sup>st</sup> choice \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_  
4<sup>th</sup> \_\_\_\_\_

**NOTE:** Some positions require applicants to attach additional information. Therapeutic Camp (Project START) positions require the completion of a separate application form.

\_\_\_\_\_  
Last Name                      First (given)                      Middle Initial                      Other names under which you have been employed

\_\_\_\_\_  
Address    City                      State                      Zip                      E-mail address

\_\_\_\_\_  
Telephone \_\_\_\_\_  
    Home    Business or Cell    Time(s) Available by Phone

\_\_\_\_\_  
Social Security Number    Additional Contact Person    Contact's Phone #

Are you eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No \*NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

If accommodations are needed for the job duties you will be required to perform, please list accommodations needed:  
\_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE, IF ONE IS REQUIRED FOR THIS POSITION?

NO                       YES                       LICENSE # \_\_\_\_\_                      STATE \_\_\_\_\_

Have you ever been convicted of an offense against the law or are you now under charges for any offense against the law? (omit non-moving traffic violations/parking tickets and any offense which was finally adjudicated in a juvenile court or under a youth offender law)

NO                       YES                       IF "YES" PLEASE GIVE DETAILS: (DATE, PLACE, CHARGES)

\_\_\_\_\_  
\_\_\_\_\_

Have you worked for Athens-Clarke County before? \_\_\_ No \_\_\_ Yes If "YES" give position held and dates of employment:

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Give name, relationship, and position title of any relative(s) currently employed with Athens-Clarke County:

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**Certification:** Check if you are currently certified in: \_\_\_\_\_ First Aid/CPR \_\_\_\_\_ Water Safety Instructor

\_\_\_\_\_ Lifeguard \_\_\_\_\_ Canoeing \_\_\_\_\_ Archery \_\_\_\_\_ Project Wild \_\_\_\_\_ Project Wild/ Aquatic

\_\_\_\_\_ Other (please list) \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Have you ever been disciplined, fired or asked to resign from any employment or position that you have held?

\_\_\_\_\_ No \_\_\_\_\_ Yes If "YES": give reason for dismissal:

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**List all employment for the past 5 years.**

EMPLOYER NAME/ ADDRESS, PHONE #	DATE FROM TO	TYPE OF WORK	SUPERVISOR	REASON FOR LEAVING
1.				
2.				
3.				
4.				

**EDUCATION INFORMATION**

High School Diploma/GED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Highest Grade Completed: \_\_\_\_\_

NAME OF SCHOOL	CITY	STATE	MAJOR FIELD OF STUDY	GRADUATED YES OR NO

List any additional training or experience that might qualify you for the position applied for:

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**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR THE FOLLOWING POSITIONS:**

**\*\*\*YOU MUST BE 21 OR OLDER TO APPLY FOR THESE POSITIONS\*\*\***

**SANDY CREEK DAY CAMP COUNSELOR and/or DIRECTOR**

**BEAR HOLLOW WILDLIFE TRAIL ZOO CAMP COUNSELOR and/or DIRECTOR**

Can you swim? \_\_\_Yes \_\_\_No      Language(s) spoken other than English \_\_\_\_\_

Have you worked with the hearing impaired? \_\_\_Yes \_\_\_No      Have you had any sign language training? \_\_\_Yes \_\_\_No

**Attachments:** (1) Please attach a brief description of your experience/knowledge in the following areas: working with children; Science/Natural History (Botany, Zoology, Geology); special skills (ex. athletics, photography, arts, crafts, writing, etc.); and outdoor skills. (2) Briefly state why you would like to serve as a camp counselor/director. (3) Discuss your community and/or campus activities.

**Please be sure to put your name and job title applied for on all attached pages.**

## **Authorization to Release Information Conditions of Employment**

I have made application for employment with the Unified Government of Athens-Clarke County. I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, whether or not it is in their records, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage whatsoever for issuing same.

Furthermore, if I am employed by the Unified Government of Athens-Clarke County, I agree to conform to the policies, rules, orders and regulations of the government set forth in the Athens-Clarke County Government's Personnel System, employee handbook, policies, and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I become employed with the Unified Government of Athens-Clarke County, my employment will be at-will and may be terminated with or without cause at any time by me or by the employer.

Before an applicant can be employed for the summer with the Unified Government of Athens-Clarke County they must undergo a criminal history check prior to employment; successfully pass a drug test; and if they will be driving Government vehicles, a satisfactory Motor Vehicle Report. Should you become an employee with the Unified Government of Athens-Clarke County, your position may require random drug testing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Age only if under 18 \_\_\_\_\_ \*NOTE: Parental/Guardian consent required for applicants under age 18

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**If hired for a summer position and you have not yet reached your 18<sup>th</sup> birthday by your first scheduled day of work, you must submit a completed work permit to the Human Resources Department before you can begin employment for the summer.**

**All individuals offered employment for the summer need to provide Athens-Clarke County with a copy of their photo i.d. and a copy of their social security card.**



<b>LOCATIONS</b>	<b>POSITIONS AVAILABLE</b>	<b>FEATURES</b>
Bishop Park	Pool Manager Assistant Pool Manager Pool Lifeguard Pool Clerk/Security	Baseball Fields Soccer Fields Tennis Courts Gymnastics Facility Swimming Pool
Broadacres	Day Camp Counselor	Community Center with: Outdoor Basketball Court
East Athens Community Center	Day Camp Director Day Camp Assistant Director Day Camp Counselor Pool Manager Assistant Pool Manager Pool Lifeguard Pool Clerk/Security	Community Center with: Indoor Basketball Court Outdoor Basketball Court Swimming Pool Game Room Exercise Room Tennis Courts Ball Field
Grand Slam (located at Clarke Middle School)	Grand Slam Coordinator Grand Slam Assistant Coordinator Grand Slam Counselor	CCSD Facility and Grounds Educational & Recreational Program
Lay Park	Day Camp Director Day Camp Assistant Director Day Camp Counselor Pool Manager Assistant Pool Manager Pool Lifeguard Pool Clerk/Security	Community Center with: Indoor Basketball Court Outdoor Basketball Court Softball Field Swimming Pool Game Room Exercise Room
Memorial Park	Day Camp Director Day Camp Assistant Director Day Camp Counselor Pool Manager Assistant Pool Manager Lifeguard Pool Clerk/Security Zoo Camp Director	Outdoor Basketball Court Bear Hollow Zoo Walking Trails Athens Creative Theatre Swimming Pool
Parkview	Day Camp Counselor	Community Center
Rocksprings	Day Camp Counselor Pool Manager Assistant Pool Manager Pool Lifeguard Pool Clerk/Security	Community Center: Outdoor Basketball Court Ball Field Swimming Pool
Sandy Creek	Sandy Creek Day Camp Director Sandy Creek Day Camp Counselor Lakfront Safety Supervisor Teen Camp Supervisor Park Assistant/Gatehouse Park Assistant/Rental	Nature Center Hiking Trails Wildlife interaction Lake Ball Fields
Teen Camps (locations vary)	Teens in Action Director Teens in Action Counselor	Educational & Recreational Program
Project START (located at Clarke Middle School)	Project START Camp Director Project START Camp Nurse Project START Camp Coordinator Project START Camp Unit Leader Project START Camp Jr. Counselor Project START Office Assistant Project START Aide	CCSD Facility and Grounds Works with young people with Special needs.
Bishop Park Pool, East Athens Pool, Lay Park Pool, Memorial Park Pool, Rocksprings Pool	Aquatics Director	Responsible for oversight of all pool locations.