

Hemlock Farms Community Association

1007 Hemlock Farms, Hawley PA 18428 - 570-775-4200

SEASONAL/SUMMER EMPLOYMENT APPLICATION FOR RECREATION ASSISTANT

I acknowledge the following "Terms and Conditions" in making this employment application to HFCA:

- 1) The application relates to summer part-time seasonal employment at Hemlock Farms as a Recreation Assistant. Employment as a Recreation Assistant may involve assignment to various jobs in the Recreation Department throughout the course of the summer, and **DOES NOT** necessarily imply that I will be designated to a specific job for my period of employment.
- 2) While I am applying for a position relating to one area of interest, I may be scheduled in other areas at the discretion of my supervisor.
- 3) Employment at HFCA is deemed at-will. Either I or HFCA may terminate the employment relationship at any time, for any reason, with or without cause or notice.
- 4) I further acknowledge that my position as a Recreation Assistant comes with the understanding that Hemlock Farms **CANNOT GUARANTEE A MINIMUM NUMBER OF WORK HOURS PER DAY, PER WEEK OR PER SEASON.**
- 5) Applications that are **NOT FULLY COMPLETED WILL BE RETURNED** to the applicant. All required Certifications shall be in-force and valid at the time of employment. An invalid or missing Certification will be grounds for rejecting or delaying employment.
- 6) Individuals who are hired will be required to attend a staff development program. This is a **REQUIREMENT** before beginning employment.
- 7) I agree to abide by the HFCA policy regarding "Acceptance of Gift" as stated in the Employee Handbook Sec. 10, pg. 16. This policy states that I, as an employee, am not allowed to seek, solicit or accept money/cash. Any material gifts received below a value of \$25.00 **must** be immediately disclosed to my supervisor. Material gifts in excess of \$25.00 value shall not be sought, solicited or accepted.
- 8) Hemlock Farms Community Association is hereby authorized to undertake or cause to be conducted a criminal history background investigation and PA Child Abuse Clearance of myself. I acknowledge and agree that any employment I am offered by Hemlock Farms Community Association is subject to the results of such investigation and check; and such subsequent investigations and checks as the HFCA may choose to undertake. I further acknowledge, understand and agree that any such employment I may be offered and the continuation of any employment with HFCA is within the sole discretion of HFCA in reviewing the results of such investigation or investigations. I do further hereby release HFCA, its agents, servants, workmen and employees from any and all claims, demands, suits, actions or damages which may arise as a result of the conduct of the referenced Criminal History Background investigations, Child Abuse Clearances and from any action or decision HFCA, its agents, servants, workmen and employees may take based thereon.
- 9) Prospective HFCA Recreation Department employees will be subject to pre-employment drug and alcohol testing, and to all other conditions contained in the HFCA Employee Handbook and Safety Program. Applicants will be required to submit to a pre-employment drug test which will be performed at the expense of the HFCA. If the applicant refuses to provide a sample for drug testing, or if after providing a sample, a drug test reveals that the applicant is using any Controlled Substance, then the applicant will be denied employment with the Hemlock Farms Community Association.
- 10) I acknowledge my rights to review my personnel file at any time while under employment of HFCA or within 90 days thereafter.

In submitting my application, I acknowledge that I have read and fully understand the "Terms and Conditions" of the Application described above and the "Hiring Policy" for seasonal staff on the overleaf.

SIGNATURE

DATE

HIRING POLICY

Seasonal Employee

A seasonal employee is one who is employed at-will for a limited and specific period of time. An example would be specific summer recreation help. Seasonal and part-time employees do not accumulate vacation, personal or sick leave time, and are not entitled to benefits unless stated otherwise in the employment agreement.

- 1) Candidates for employment are selected from the total amount of applicants received.
- 2) **The submission of an application does not automatically qualify a person for an interview.**
- 3) Hemlock Farms employment practices shall be consistent with Title VII of the Civil Rights Act of 1964. There shall be fair and equal opportunity for all with no discrimination because of race, color, religion, sex, handicap or national origin.
- 4) The decision to hire is based upon experience, educational background, attitude and/or any combination or degree of these and other noted qualities depending upon the position in question.
- 5) An applicant is neither favored nor disfavored as result of their residence or property ownership within Hemlock Farms.
- 6) Although helpful in evaluating an applicant, past employment or involvement in Hemlock programs does not guarantee hiring or rehiring. There is no tenure. Hemlock Farms is an at-will employer, as indicated in its Employee Handbook, and as acknowledged in writing by the employee when hired.
- 7) Reasons for success or failure of an individual's application will not be disclosed to third parties.
- 8) An employee's evaluation, work performance, discipline or termination will be discussed only with that employee.
- 9) HFCA reserves the right to select individuals for interview regardless of when the application was received.
- 10) In the event an applicant is hired, they shall be bound by the provisions of the HFCA Employee Handbook and Employee Safety Program for the term of the employment.

HEMLOCK FARMS SUMMER/SEASONAL RECREATION EMPLOYMENT APPLICATION

(Please Print All Information)

NAME (Last, First, Initial) _____

I AM APPLYING FOR THE PREFERRED AREA(S) OF WORK: _____

SOCIAL SECURITY #: _____ SCHOOL GRADE LEVEL _____

Please check one: 14-15 years of age ____ 16-17 years of age ____ 18 & over ____

NAME OF PARENT(S)/LEGAL GUARDIAN(S) if under 18 years of age _____

PERMANENT (home) ADDRESS _____

EMAIL ADDRESS: _____

HEMLOCK FARMS STREET & BOX # _____

PERMANENT (home) PHONE #: _____ HEMLOCK PHONE # _____

CELL PHONE # _____

DATE YOU CAN BEGIN WORK: STARTING: _____ LAST DAY OF WORK: _____

LIST ANY SPECIAL SCHEDULING NEEDS/RESTRICTIONS/VACATIONS: _____

HAVE YOU EVER WORKED FOR HFCA BEFORE? _____ WHEN _____

IN WHAT AREA: _____

Write a brief summary to explain the work experiences you have had that qualify you for the position(s) desired.

HAVE YOU COMPLETED A COURSE IN:

FIRST AID?	_____	EXPIRATION DATE:	_____
CPR/FPR?	_____	EXPIRATION DATE:	_____
LIFEGUARD TRAINING?	_____	EXPIRATION DATE:	_____
WSI/NEW METHOD?	_____	EXPIRATION DATE:	_____
ADDITIONAL CERTIFICATIONS?	_____	EXPIRATION DATE:	_____

PLEASE ATTACH COPIES (front & back) OF ALL CERTIFICATIONS.

LIST ANY ACTIVITIES YOU ARE INVOLVED IN (School, Hobbies, etc.): _____

***OPTIONAL INFORMATION: You are not required to answer these questions.**

The HFCA is an equal opportunity employer.

EMPLOYMENT HISTORY (List below last three employers, starting with last one first)

DATE/MONTH & YEAR	NAME/ADDRESS/PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING

REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS/PHONE NUMBER	BUSINESS	YEARS ACQUAINTED

EDUCATION	NAME & ADDRESS OF SCHOOL	# OF YRS. ATTENDED	DID YOU GRADUATE? DEGREE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE OR TRADE/BUSINESS SCHOOL				

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? () YES () NO

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATIONS?

 PLEASE DESCRIBE: _____

IN CASE OF AN EMERGENCY, NOTIFY:

NAME	ADDRESS	PHONE #

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.”

“I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

DATE _____ SIGNATURE _____