

**Notice of Testing**

The Civil Service Commission announces an open-competitive examination for the position of Recreation and Athletic Complex Aide, Grade Level 8 in the Recreation Department.

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<b>TIME:</b>	<b>To Be Announced</b>
<b>DATE:</b>	<b>To Be Announced</b>
<b>PLACE:</b>	<b>To Be Announced</b>
<b>SALARY:</b>	<b>\$16.3071/hour, 30 hours per week</b>

**Duties:** See job description.

**Minimum Qualifications:**

**Knowledge, Skill and Ability:** Knowledge of business English, spelling and math; ability to maintain accurate and timely records and knowledge of office practices,, methods and equipment. Ability to compose routine letters and memoranda; ability to learn an assigned task and to understand and follow written and oral instructions. Ability to deal cooperatively, effectively and courteously with other employees and the general public.

**Experience and Training:** Graduate of High School or equivalent and 5 years experience and training which provides a demonstrated potential for performing the duties of the position.

**Examination:** Written Exam: Pass Point: 60 Weight: 100%

**Applications with resume must be returned no later than August 13, 2010 to:**

**The Civil Service Commission  
250 Main Street  
East Haven CT 06512**

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**Andrea M. Liquori  
Chief Examiner**

**The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.**

**TOWN OF EAST HAVEN  
JOB DESCRIPTION  
RECREATION & ATHLETIC COMPLEX**

**RECREATION & ATHLETIC COMPLEX AIDE**

**GRADE 8**

**GENERAL STATEMENT OF DUTIES:**

Multi-faceted position requiring it to work a flexible hours to accommodate the Department's seasonal schedules. See attached.

**SUPERVISION RECEIVED:**

Works under the general direction of the Director of Recreation & Athletic Complex.

**SUPERVISION EXERCISED:**

None.

**ILLUSTRATIVE DUTIES:**

Assists in operations by performing routine, repetitive activities.

- Provides patrons with information regarding the ice rink, pool and beach house facilities, as well as its use.
- Performs routine and repetitive office tasks such as filing, copying, answering telephones, and other related tasks using standard office equipment.
- Sells passes to patrons and prepares standard reports of daily receipts by reconciling money received with the value of the passes issued.
- Runs errands, delivers and sorts mail.

Performs simple maintenance activities.

- Performs routine cleaning maintenance of facilities (ice rink, pool and beach house), including bathrooms.
- Assists higher level staff by performing a variety of relatively unskilled tasks.
- Registers complaints or inquiries from patrons regarding the quality of their experience, the cleanliness of the facilities, noise from other facility users, and any other related customer service issues to the Director of Recreation & Athletic Complex.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILL AND ABILITIES:**

Knowledge of business English, spelling and math; ability to maintain accurate and timely records and knowledge of office practices, methods and equipment.

Ability to compose routine letters and memoranda; ability to learn an assigned task and to understand and follow written and oral instructions.

Ability to deal cooperatively, effectively and courteously with other employees and the general public.

**EXPERIENCE AND TRAINING:**

High school graduate or the equivalent combination of five (5) years experience and training which provides a demonstrated potential for performing the duties of the position.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

**Town of East Haven**  
**Application for Employment**

**Position: Recreation & Athletic Complex Aide, Grade Level 8**

**Instructions:** Read each question carefully. Answer every question. If the question does not apply to you, write “does not apply”. If the space provided for answering any question is not sufficient, use a separate sheet of paper and attach it to the application.

While it is not mandatory, the Town requests that you complete the Compliance Information Sheet, as the Town is required to keep this information as an Equal Opportunity Employer.

Please attach a copy of your High School Diploma, Equivalency, or College Degree, Government DD214 (if applicable), as well as a copy of your State of Connecticut Driver’s License and Social Security Card(or Birth Certificate). **Do not attach original documents.**

**\*Town employees will not make copies for you.\***

**Deadline: August 13, 2010**

**Return This Application To:**

**The Civil Service Office  
East Haven Town Hall  
250 Main Street  
East Haven CT 06512**

**MINORITIES, FEMALES, HANDICAPPED, AND VETERANS ARE ENCOURAGED TO APPLY. EAST HAVEN IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Application For Employment with the Town of East Haven**

Carefully read the following statement and sign where indicated.

I declare my answers to the questions on this application are true and hereby authorize the Town to inquire of and authorize any and all previous employers, public and government officials or agencies, law enforcement agencies or any other persons to release information regarding my experience, reputation, character, ability or qualifications for employment.

It is my understanding that the Town may make a thorough investigation of my entire work and personnel history and may verify all data given in my application and resume, related papers or oral interviews for employment and release from all liability all persons, companies or corporations supplying such information.

I understand and agree that any material or verbal misrepresentation or deliberate omission of a fact in my application will be sufficient cause for denial of employment or discharge.

I understand that an offer of employment may be conditioned upon the successful results of a health screen/physical examination as a condition of employment. Included in this process will be a drug test for illegal drugs. I understand that positive test results will be mailed to me at the address indicated on the front of this application. Positive test results may be cause not to hire. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the Town.

I further understand that this is an application for employment and any other Town documents are not contracts of employment, and that if hired I may voluntarily leave employment with or without proper notice, with or without proper cause, and may be terminated at any time for any reason consistent with any existing labor agreement and/or Town policy in effect at the time and applicable to my position. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon. No one has the authority to make statements to the contrary.

A photocopy of this release will be as valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. We will make "reasonable accommodations" for disabilities when they will not impose "undue hardship".

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**PLEASE PRINT**

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

**Position Applied**

**for** \_\_\_\_\_

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**Name** \_\_\_\_\_

Last First Middle Maiden Name

**Address** \_\_\_\_\_

Number Street City State Zip Code

**Telephone( )** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**Area Code**

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If employed and you are under the age of 18, can you furnish a work permit? \_\_\_\_\_

Have you filed an application with the Town before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state date \_\_\_\_\_

Have you ever been employed by the Town before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state date \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present Employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

On what date would you be available to work? \_\_\_\_\_

Are you available to work \_\_\_\_\_ Full Time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary

Are you on a lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of violating the Law? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Excluding minor traffic violations)

If yes, please explain \_\_\_\_\_

Veteran of the Military Service \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Branch \_\_\_\_\_

Honorable Discharge \_\_\_\_\_ Yes \_\_\_\_\_ No

DD214 Attached \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION**

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	Elementary	High	College/Univ.	Graduate/ Professional
<u>School Name</u>				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree  
Describe Course of Study:

Describe specialized Training, Apprenticeship, skills and extra-curricular activities:

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Honors  
Received:

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State any other additional information you feel may be helpful to us in considering your application:

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Professional or Technical license held or Certifications:  
License # \_\_\_\_\_ State License in: \_\_\_\_\_  
Date License \_\_\_\_\_  
Expires: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

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Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Work Performed  
Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_  
Starting: \_\_\_\_\_  
Final: \_\_\_\_\_

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Supervisor: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience:

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

**PLEASE MAKE EXTRA COPIES OF THIS PAGE AS NEEDED**



Government contractors are subject to section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below.

\_\_\_\_\_ Handicapped Individual \_\_\_\_\_ Disabled Veteran  
\_\_\_\_\_ Vietnam Era Veteran

Signed \_\_\_\_\_

250 MAIN STREET  
EAST HAVEN, CT 06512

WAIVER FORM

Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Connecticut Drivers License #: \_\_\_\_\_

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

I hereby authorize the release of any arrest, conviction, fingerprint, employment, personnel, medical and psychiatric records to assist in determining my suitability for employment with the Town of East Haven. I agree that any such records requested may be released to the East Haven Personnel Department or the East Haven Police Department for the purposes of my employment application.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Print Name

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary. This data will be kept in a confidential file separate from the application for employment.

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referral Source:** New Haven Register Advertisement \_\_\_\_\_

UMOJA News \_\_\_\_\_

Inner City Newspaper Advertisement \_\_\_\_\_

WYBC Radio \_\_\_\_\_

La Voz Advertisement \_\_\_\_\_

Television Advertisement \_\_\_\_\_

NAACP \_\_\_\_\_

Job Bank \_\_\_\_\_

Church/Civic Group \_\_\_\_\_

Walk-in \_\_\_\_\_

Friend \_\_\_\_\_

Employment Agency \_\_\_\_\_

Relative \_\_\_\_\_

Town Website \_\_\_\_\_

Internet \_\_\_\_\_

Other \_\_\_\_\_

\*\*\*\*\*

**Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

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

**Check one:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female**

**Check one of the following Race/Ethnic Group:** \_\_\_\_\_ **White** \_\_\_\_\_ **Hispanic**  
\_\_\_\_\_ **Black** \_\_\_\_\_ **Native American/Alaskan Native** \_\_\_\_\_ **Asian/Pacific Islander**

**Check if any one of the following are applicable:**  
\_\_\_\_\_ **Vietnam Era Veteran** \_\_\_\_\_ **Disabled Veteran** \_\_\_\_\_ **Handicapped**