

Office Use Only:  
 Position Offered: \_\_\_\_\_  
 Accept \_\_\_ Decline \_\_\_  
 BG \_\_\_ SO \_\_\_  
 DS \_\_\_ PHY \_\_\_

## CITY OF TONAWANDA

### APPLICATION FOR SEASONAL EMPLOYMENT

(Residency Required)

MUST BE 16 YEARS OLD BY **JUNE 1st** FOR CONSIDERATION FOR MOST POSITIONS.  
 WILL CONSIDER 15 YEAR OLDS FOR STUDENT WORKER POSITIONS.  
 MANY POSITIONS REQUIRE YOU TO BE AT LEAST 18 YEARS OLD.

ANYONE INTERESTED IN A SEASONAL LABORER POSITION AND AVAILABLE FULL-TIME BY APRIL 15<sup>TH</sup> SHOULD RETURN APPLICATION TO THE CIVIL SERVICE OFFICE BY **APRIL 1<sup>ST</sup>**.

**ALL FORMS MUST BE COMPLETED IN THEIR ENTIRETY TO BE CONSIDERED FOR EMPLOYMENT.**

**SEE BACK OF THIS PAGE FOR ADDITIONAL INFORMATION.**

**PLEASE PRINT OR TYPE**

NAME \_\_\_\_\_ AGE \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
FIRST MIDDLE LAST

ADDRESS \_\_\_\_\_ TELEPHONE (Cell) \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

CIRCLE ONE: MALE FEMALE PRESENT GRADE/SCHOOL \_\_\_\_\_

DO YOU HAVE A VALID NYS DRIVERS LICENSE? \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_

**SEASONAL POSITIONS (IF QUALIFIED)**

- |                                    |   |
|------------------------------------|---|
| 1. Life Guard                      | 5. Seasonal Laborer   |
| 2. Pool/Playground Attendant       | 6. Park Attendant at Vet's & Eastern Park/Dock Attendant at Gateway Park    |
| 3. Summer Camp Counselor           | 7. Student Worker (assigned to either Mullen, Riverview, Fletcher or MS/HS) |
| 4. Tennis/Track Instructor, Umpire | 8. Groundworker   |

POSITION(S) APPLYING FOR: \_\_\_\_\_

**DESIRED DEPARTMENT:** PARKS/REC \_\_\_\_\_ DPW/SIGNAL \_\_\_\_\_ SCHOOLS \_\_\_\_\_

WILL YOU BE ATTENDING SUMMER/NIGHT SCHOOL (INCLUDING DRIVERS ED.) \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPECTED DATES & TIMES \_\_\_\_\_

**REFERENCES: (Other than relatives or City Officials)**

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

**HAVE YOU WORKED FOR ANY CITY DEPARTMENTS/SCHOOL PREVIOUSLY?** \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHICH ONE? \_\_\_\_\_ JOB TITLE \_\_\_\_\_ YEARS \_\_\_\_\_

**VACATION, CAMPS, FALL ATHLETIC PRACTICES, OR OTHER DATES THAT YOU WILL BE UNAVAILABLE:**

**EARLIEST FULL-TIME STARTING DATE** \_\_\_\_\_ **LAST AVAILABLE WORKING DATE** \_\_\_\_\_

**CREDENTIALS: (ATTACH COPIES OF CERTIFICATIONS)**

| <u>COURSE</u>                    | <u>EVER TAKEN?</u> | <u>CARD EXPIRATION</u> |
|----------------------------------|--------------------|------------------------|
| Life Guard                       | _____              | _____                  |
| Head Life Guard                  | _____              | _____                  |
| Water Safety Instructor          | _____              | _____                  |
| Other Water Courses              | _____              | _____                  |
| First Aid (Indicate what course) | _____              | _____                  |
| CPR (Indicate what course)       | _____              | _____                  |
| ASA Umpire Class                 | _____              | _____                  |
| Other Certifications             | _____              | _____                  |

HAVE YOU COMPLETED THE HEPATITIS B SHOT SERIES? YES \_\_\_\_\_ NO \_\_\_\_\_ STARTED \_\_\_\_\_

List all extra-curricular activities, hobbies, experiences or special interests:

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**CONDITIONS SUBJECT TO FINAL HIRING FOR CITY POSITIONS:**

YOU WILL BE REQUIRED TO GET A PRE-EMPLOYMENT DRUG SCREEN AT A FACILITY SELECTED BY THE CITY AT YOUR OWN EXPENSE (\$35). You will then be subject to random drug testing at the City's expense. Refusal to submit to random testing or a failed test will result in immediate termination.

Most employees are required to have basic first-aid and CPR. The courses will be offered to you at a minimal cost.

Training sessions are MANDATORY.

All lifeguards and attendants with a Life Guard certification will be required to pass a pre-employment skills and fitness test. Fitness training and in-services will be on-going throughout the summer.

All employees must be available to work required hours. Time-off, in particular for pool, playgrounds, park attendants and dock attendant positions, will be limited, if possible at all, due to the limited season.

## Authorization and Consent

(Must be completed to be considered for employment, renter/tenant, peddler/food truck permits or other applications deemed necessary)

I, \_\_\_\_\_, DOB \_\_\_\_\_, on this  
*Please print name*  
date \_\_\_\_\_ authorize the City of Tonawanda Police Department, to conduct whatever interviews and/or background investigations deemed necessary in their attempt to ascertain suitability and fitness of my character for:

\_\_\_\_\_  
*(Please insert reason for requesting background. Ex. Peddler permit, employment, tenant.)*

I give this authorization and consent voluntarily.

**(Form must be signed in front of a Notary Public or Commissioner of Deeds.)**

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

Signature of applicant: \_\_\_\_\_

Parent Signature: \_\_\_\_\_  
(Required if applicant is under 18 years of age)

Sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public or Commissioner of Deeds \_\_\_\_\_

*Any false statement, material error or significant omission may be sufficient grounds for removal of the candidate from further consideration for employment, rental, or city permit.*

**Please provide a copy of your driver's license.**

**See back for additional required form**



# DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

*Please Read Carefully Before Signing the Authorization*

## DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, City of Tonawanda (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize City of Tonawanda to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

I do \_\_\_\_\_do not\_\_\_\_\_ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. (*Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.*)

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

# Personal Data

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

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

\_\_\_\_\_  
Email address (may be used for official correspondence)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete.

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date

## INFORMATION FOR INTELLICORP CUSTOMERS ON ADDITIONAL STATE LAW REQUIREMENTS

**IN ADDITION TO THE FOREGOING DISCLOSURE AND AUTHORIZATION FORM NEEDED TO COMPLY WITH THE FEDERAL FAIR CREDIT REPORTING ACT, VARIOUS STATES IMPOSE ADDITIONAL DISCLOSURE OR OTHER OBLIGATIONS ON EMPLOYERS WHEN THEY OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS ON EMPLOYEES OR APPLICANTS.**

### 1. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN NEW YORK:

*Under Article 25 Section 380-g of the New York General Business Law, if an employer receives a consumer report containing criminal conviction information, the employer must provide the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.*

### **NEW YORK CORRECTION LAW, ARTICLE 23-A**

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

**§750. Definitions.**

For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§751. Applicability.**

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.**

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§754. Written statement upon denial of license or employment.**

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§755. Enforcement.**

- 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
- 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.