



CHEMUNG COUNTY
YOUTH BUREAU & RECREATIONAL SERVICES

Return to: 599 Harris Hill Road, Elmira, NY 14903

Office Use Only:

- Checkboxes for B, WP, COPY, CPR, 1st Aid, SR

Program Applied for _____ Postion(s) Applied for _____

Today's Date ____ / ____ / ____

This application, including two letters of recommendation (refers to new applicants only)
Must be filled completely and carefully. Please print in ink or type.
Additional information, including a resume, although not required, may be attached.

The Chemung County Youth Bureau is an Equal Opportunity Employer

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____ - _____ - _____ Driver's License # & State: _____

Local Address: _____
(Street) (P.O. Box) (City) (State & Zip)

School Address: _____
(Street) (P.O. Box) (City) (State & Zip)

E-Mail: _____ Phone: _____
(Cell) (Home)

Are you under 18 years of age: [] Yes [] No

If, yes, or if minimum or maximum age limits are established for the position applied for, enter your date of birth here.

Month _____ Day _____ Year _____

If you are under the age of 18, you must provide your original working papers prior to employment.

Fill in the city, village or town, county and state of which you are an actual permanent legal resident and indicate how long you have been residing there continually, up to and including the date of this application.

NAME YEARS MONTH

School District: _____

City/Town/Village of: _____

County of: _____

State of: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Please check the appropriate box to the right of each question.

If you answer yes to any of the following questions, you may give specifics by attaching an additional sheet to this application. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the following circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

- A) Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes No
- B) Did you ever resign from any employment rather than face dismissal? Yes No
- C) Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? Yes No
- D) Have you ever been convicted of any crime? Yes No
- E) Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charges? Yes No

What certifications do you have?

	First Aid	CPR	Other
Type			
Date Issued			

Education	School	Circle Last Full Year Completed				Major
High School		9	10	11	12	
College		1	2	3	4	
Other		1	2	3	4	

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New Applicants Only: Two letters of recommendation must be provided.

List most recent position first. If you have no work experience, please list three personal references which are not relatives.

This Section must be completed including Full Addresses and Phone Numbers.

Name and Address of Employer/Reference	Dates of Employment	Position
Name	_____ to _____	
Address		
City/State/Zip		
Phone		

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Phone		

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Name	_____ to _____	
Address		
City/State/Zip		
Phone		

1. Dates available for an interview _____

Have you worked for the Chemung County Youth Bureau before? Yes No

If yes, what program? _____ When? _____

What location? _____

2. Indicate all experiences you have working with youth: (include specific age groups/activities)

3. What skills do you have that you are capable of teaching others? (guitar, soccer, weaving, etc.)

Music _____ Drama _____

Arts & Crafts _____ Nature/Outdoors _____

Sports _____ Other _____

4. What age group do you prefer to work with?

4-5 years 6-7 years 8-9 years 10-12 years 13-15 years 16-18 years

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Police Release / Background Check

To: Chemung County Sheriff's Office

From: Chemung County Youth Bureau

Re: Background Check

Print Clearly:

Name: _____
(Last) (First) (Middle) (Maiden)

Date of Birth: ____/____/____

Address: _____
(Street) (P.O. Box) (City) (State & Zip)

Social Security Number: _____ - _____ - _____

Driver's License #: _____ State: _____

I hereby authorize the Chemung County Sheriff's Office to release any criminal records and/or police contracts pertaining to myself on file at that office.

Signature

Date

(Below to be completed by the Chemung County Sheriff's Office)

_____ The above named person has no criminal record and/or police contacts on file at this office.

_____ The above named person has the attached records on file at this office.

Signature

Records Clerk
Title

Date

**- Applications will be kept on file for one (1) calendar year -
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Revised: 3/09

Program Applied For:

- Summer Cohesion - SPOT
 - Summer Employment - JAWS
 - Super Saturday