



**MAYOR HECTOR C. LORA**  
CITY OF PASSAIC  
**DEPARTMENT OF RECREATION & CULTURAL AFFAIRS**  
330 PASSAIC STREET, PASSAIC, NJ 07055-5815  
973-365-5525

**Office Use Only**

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*Applicant's Last Name*

June 26, 2020

Dear Applicant:

Mayor Hector C. Lora and the City of Passaic's Recreation Department are pleased to announce a number of openings in our Summer Employment Program. These jobs are for young adults **16-21 years old** and will primarily be for positions as:

(16-19yrs) Summer Camp Counselors or (16-21yrs) Summer Food Workers

Summer Camp and Summer Food Program employment opportunities are for the period of **Monday, July 13<sup>th</sup> thru August 28<sup>th</sup> 2020**. The duration of employment varies by position.

**\*THOSE ATTENDING SUMMER SCHOOL ARE INELIGIBLE.**  
Applicant **must** be a resident of the City of Passaic and attending school or college and **MUST** be committed to working the length of the program.

**Incomplete applications (forms or information missing) will not be considered.**

**\*Please use the checklist below to help you ensure that your application is completed.**

**Copies of all items required must also be attached to your application.**

- REQUIRED**
- 1. Copy of your birth certificate or passport. (Verifies age of applicant.)
  - 2. Copy of parents(s) 2019 1040 income tax return (first two pages *only* listing Adjusted Gross Income) or PCBSS Grant Letter, SSI Benefit Letter (Family income may not exceed Federal Guidelines.)
  - 3. Copy of your Social Security Card.
  - 4. Copy of current utility bill, PSE&G or water, or home telephone bill (**within last month**)
  - 5. **Must** bring in your most recent report card or college transcripts.
  - 6. Background Check Authorization form must be completed.

**Completed applications may be faxed to 973-365-3273 or addressed to the Recreation Department and placed in the City Hall Dropbox (by the Main Entrance) at 330 Passaic St. on or before Friday, July 10th.**



An interview will be scheduled once the application has been successfully submitted and reviewed.

It is admirable that you are seeking employment and I wish you the best in your endeavor. If you have any questions regarding your application please call (973) 365-5525 or come into the Recreation Department and we will gladly assist you.

Sincerely yours,  
The Department of Recreation

**--- DO NOT REMOVE THIS PAGE ---**



Applicant's Name \_\_\_\_\_

1. What hobbies, skills, interests or training do you have that you think would be helpful if you are hired as a camp counselor/summer food worker?

Arts & crafts \_\_\_\_\_

Sports \_\_\_\_\_

Hobby \_\_\_\_\_

Training \_\_\_\_\_

Skills \_\_\_\_\_

Other \_\_\_\_\_

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2. If you were to become a camp counselor, what activity would you like to run or teach?

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3. Tell me about a time when you put the needs of another (or others) ahead of your own. What was the situation and how did it go?

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4. You notice one of the campers is keeping to themselves and not participating with the group, what activities or tactic would you take to include them?

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5. What are your future career goals?

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**City of Passaic  
CONFIDENTIAL**

**Background Check Authorization**

**Print Name:** \_\_\_\_\_

(First) (Middle) (Last)

**Former Name(s) and Dates Used:** \_\_\_\_\_

**Current Address Since:** \_\_\_\_\_

(Mo/Yr) (Street) (City) (Zip/State)

**Previous Address From:** \_\_\_\_\_

(Mo/Yr) (Street) (City) (Zip/State)

**Social Security Number:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Driver's License Number/State:** \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge.

I hereby authorize The City of Passaic and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to The City of Passaic or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. The city of Passaic and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants' personal information, including but not limited to addresses, social security numbers and date of birth.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*If you are under 18yrs old your parent must complete this section.***

**A minor \_\_\_\_\_, is applying for employment with the City of Passaic. Part of the employment process includes background checks and/or drug testing.**

**As the parent(s) of the above-referenced minor, I understand the purpose of these pre-employment checks and hereby provide my consent for the background checks and/or drug test.**

\_\_\_\_\_  
**Parent/Legal Guardian Print Name**

\_\_\_\_\_  
**Parent Legal Guardian Signature:**

\_\_\_\_\_  
**Relationship to minor:**

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