



Chemung County  
Youth Bureau & Recreational Services

ChemungYouth.com

599 Harris Hill Road • Elmira, NY 14903 • 607-737-2907

Program Applied for \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Two Letters Of Recommendation Must Be Included To Complete An Application**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home 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, 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.

Provide 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 MONTHS

School District: \_\_\_\_\_

City/Town/Village of: \_\_\_\_\_

County of: \_\_\_\_\_

State of: \_\_\_\_\_

The Chemung County Youth Bureau is an Equal Opportunity Employer

**Office Use Only:**  
 - B ✓  - Cert.  
 - WP  - TLC  
 - COPY

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 a crime (felony or misdemeanor)?  Yes  No
- E) Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charges?  Yes  No
- F) Are you now under charges for any crime (felony or misdemeanor)?  Yes  No

List your current certifications

	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	

List your most recent position first with full addresses and phone numbers.

If you do not have any work experience, please list three personal references which are not relatives.

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

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

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

Dates available for an interview \_\_\_\_\_ Times:  AM  PM

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

If yes, what program? \_\_\_\_\_ When? \_\_\_\_\_

What location? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What skills do you have that you are capable of teaching others?

Music \_\_\_\_\_ Drama \_\_\_\_\_

Arts & Crafts \_\_\_\_\_ Nature/Outdoors \_\_\_\_\_

Sports \_\_\_\_\_ Other \_\_\_\_\_

3. 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

– Applications will be kept on file for one (1) calendar year –  
 – Incomplete Applications will not be processed –

# Police Release

To: Chemung County Sheriff's Office

From: Chemung County Youth Bureau

Re: Records Check

Print Clearly:

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

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

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

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

I hereby authorize the Chemung County Sheriff's Office to release any criminal records 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 records on file at this office.

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

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Program Applied For:**

- |  |   |
|--|---|
| <input type="checkbox"/> - Summer Cohesion | <input type="checkbox"/> - SPOT         |
| <input type="checkbox"/> - SYEP            | <input type="checkbox"/> - JAWS         |
| <input type="checkbox"/> - Super Saturday  | <input type="checkbox"/> - Learn & Earn |