



THE CITY OF EAST ORANGE, NEW JERSEY  
LESTER E. TAYLOR III, MAYOR

The Department of Recreation & Cultural Affairs  
1 Fellowship Circle, East Orange, NJ 07017

**Food Service Summer Seasonal Employment**

Summer is one of our most popular employment seasons. Each year, the number of summer applicants increases, exceeding the number of seasonal employment opportunities available. Please understand that there will be a limited number of positions. Listed below are important dates and information for completing your Seasonal Application:

**Applications Available from March 1<sup>st</sup> thru April 15<sup>th</sup>**

Site Monitor	Site Supervisor	Food Handler	Area Supervisor
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**Requirements for submitting application:**

1. **Must be willing to submit to a Criminal & Sex Offender background check and a drug screening.**
2. Must submit employment application within time frame above specified. Application can be submitted in person at the Recreation Headquarters or via email to: **TeamEO@eastorange-nj.gov**

**Interview Process:**

1. *Interviews will be conducted between the months of March and May.*
2. If you are being considered for Summer employment, upon review of your application package, you will be contacted by phone for an initial interview with the designated Summer Food Service Program Director.
3. After your initial interview, if you are being considered as a candidate for Summer Employment, you will be scheduled for a second interview with the Recreation Director if there is interest expressed in your candidacy.

**PLEASE NOTE:**

**Completing an application and/or interviewing for a position, DOES NOT GUARANTEE employment. All employment packages are subject to FINAL APPROVAL by the City Administrator, before employment will be offered.**

**Thank you for your interest in applying to East Orange Recreation for Seasonal Employment.**



**The City of East Orange**  
**Department of Recreation & Cultural Affairs**  
**Employment Application**



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(If you are under 18 yrs old DOB required.)

Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #'s Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Social Security # \_\_\_\_\_ Email Address: \_\_\_\_\_  
(to be provided at interview)

Are you currently employed? Yes  No  If yes, work phone # \_\_\_\_\_

Are you a N.J. Licensed driver? Yes  No  If yes, license # \_\_\_\_\_

Type of License: Auto  CDL Specify class: A  B  C  Expire Date \_\_\_\_\_

Have you passed a N.J. Dept. of Personnel (Civil Services) Exam in the past 3 years?  
 Yes  No

If yes, specify: \_\_\_\_\_

Position	Jurisdiction	Date
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Are you a U.S. veteran? Yes  No  If yes, dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Attach copy of discharge forms.)

**List Three Personal References (Do not include relatives and former employers.)**

Name1 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name2 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name3 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position Desired: \_\_\_\_\_ Department \_\_\_\_\_