

## FAQs for Seasonal Employment-Town/Parks Department Only

Visit the [Highway Department seasonal application](#) if you are interested in working for the Highway Department. Please note, the FAQs below are not applicable for the Highway Department application.

### When does the seasonal program run?

Civil Service defines the summer season as two weeks prior to Memorial Day until two weeks after Labor Day.

### Is there a minimum age requirement for seasonal employment?

Yes. You must be 16 years of age as of 07/01/20, and if appointed and under the age of 18, you must provide the age appropriate working papers to be in compliance with NYS Labor Laws.

### How do I apply for a 2020 summer position with the Town of Brookhaven?

Paper applications are no longer accepted.

To apply online for a seasonal position with the Town of Brookhaven, please visit the TOB's website [BrookhavenNY.gov/Apply](http://BrookhavenNY.gov/Apply)

**PLEASE NOTE: Everyone that is applying for the 2020 season must apply as a "New Hire" at which time a personal PIN number will be assigned to you. Please maintain a record of your PIN number since it will be required if you need to make any amendments to your application.**

### I am having difficulty submitting my application. What should I do?

The application has several required fields. Please review the application and make sure that the required fields are populated. If they are not, then the application will not be accepted and an error message will be displayed.

Once the corrections have been made to the application, SAVE and then submit. You will receive a message indicating that the application has been successfully submitted. You will also receive an email confirmation.

**If you continue to encounter technical problems submitting the application, please call (631) 451-2365.**

**If you require additional information you may call the CONTACT CENTER @ (631) 451-TOWN (451-8696).**

**Only inquiries regarding the various Parks programs should be forwarded to the Parks Dept. @ (631) 451-6101.**

### **What positions are available?**

Most of the seasonal positions available are in the Parks and Recreation Department. These include:

- Lifeguards
- Water Safety Instructors
- Park Attendants for the Marinas & Docks
- Park Attendants for Beaches & Pools
- Recreation Aides for the Summer Fun Camp and Special Recreation Summer Camp
- Scorers for sports programs – baseball, adult softball, soccer, volleyball, basketball

### **How do I know my application has been received?**

If your application was successfully submitted, the following message will be displayed:  
“Your application has been submitted. Thank you for your interest.”

### **What happens to my application after submitting?**

All seasonal applications are reviewed and then forwarded to appropriate program manager based upon information provided by applicant (i.e. position requested, experience, etc.). Program managers will review applications and then contact you if they are interested in interviewing you. The Town of Brookhaven receives over 1400 seasonal applications each year; unfortunately not everyone who applies will be hired. Please assume if you have not been contacted by mid-May there is no position available for you this year.

### **How will I know that I have been hired?**

If you are appointed in either a **Town or Youth Bureau position**, you will receive a letter instructing you when and where to report and what necessary documents you will need to provide to complete your paperwork.

If appointed in the **Parks department**, you will receive a letter appointing you to your seasonal position. Included with that letter will be paperwork with instructions. This paperwork will need to be completed by you and processed prior to you working.

### **I've filled out my paperwork and had forms notarized – now what?**

Included in your paperwork are instructions with days, times and locations of when seasonal orientation papers are accepted for review. **You must bring with you your completed paperwork with all the necessary forms notarized, driver's license or a valid photo ID (i.e. School ID, unexpired Passport, Non-Drivers ID), social security card and working papers if under the age of 18. Lifeguards and Water Safety Instructors must provide current certifications. All documents must be originals, copies are not acceptable.** Review of paperwork should take approximately 30 minutes but can take longer dependent on volume of individuals. Please be prepared to spend at least an hour.

### **Can someone else drop the paper work off?**

No! You must be prepared to stay and fill out additional papers and have your original social security and photo ID with you. Paperwork will not be accepted from someone other than employee themselves including parents and spouses.

### **What if I do not have all my paperwork filled out and notarized?**

You will be advised to fill out paperwork and return with all documentation. **PARTIAL PAPERWORK WILL NOT BE ACCEPTED.**

### **What if I don't have my Social Security card?**

You must apply for a new/replacement card at your local Social Security Office. This normally takes about 2 weeks for processing. Proof of application will be accepted in the interim plus a birth certificate.

### **When do I start working?**

Once your paperwork has been accepted you will be contacted by the program manager and assigned to work.