

## FAQs for Seasonal Employment-Town & Parks Departments 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 **07/01/22**. If appointed and under the age of 18, you must provide the age-appropriate working papers in compliance with NYS Labor Laws.

### How do I apply for a 2022 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 Town of Brookhaven's website at [BrookhavenNY.gov/Apply](http://BrookhavenNY.gov/Apply).

### **PLEASE NOTE: 2022 New Procedures**

Any applicant that has previously completed an online application in 2021 will be required to review their existing online application, make any necessary changes, and answer the last three questions in the online application. All other applicants must start by creating a new account. A personal PIN number will be assigned to you. All applicants should maintain a record of their 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 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 Information Technology at (631) 451-2365.**

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

**Only inquiries regarding the various Parks programs should be forwarded to the Parks Dept. @ (631) 451-6101, all other questions please call (631) 451-6631**

01/25/2022

## 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

*Lifeguards, Water Safety Instructors, EMTs and Registered Nurses must provide current certifications.*

## 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 the 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.

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

Applicants will receive an appointment letter with instructions regarding their hiring paperwork. All hires must complete their paperwork electronically. **Paperwork must be submitted and processed prior to you working.**

## I've filled out my paperwork – now what?

All employees must return your completed paperwork electronically, along with a copy of your driver's license or a valid photo ID (i.e. School ID, unexpired Passport, Non-Drivers ID), signed social security card and working papers if under the age of 18. *Insufficient documents may result in a delay of processing paperwork.*

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

You will be advised to complete any missing documentation and submit **all** paperwork when it has been completed. **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. Proof of application will be accepted in the interim plus a copy of your birth certificate.

## When do I start working?

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