

**NEWTOWN PARKS AND RECREATION**  
**APPLICATION FOR GATE ATTENDANT, LAKE LILLINONAH**  
**APPLICATION DUE DATE: May 1, 2024**



Lake Lillinonah Gate Attendant position runs from May 15 to October 14

PLEASE PRINT – FILL OUT COMPLETELY

FULL NAME \_\_\_\_\_ SHIRT SIZE: S M L XL

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FULL ADDRESS \_\_\_\_\_  
Street City State Zip

EMAIL ADDRESS \_\_\_\_\_

DATE YOU ARE AVAILABLE TO BEGIN WORK: \_\_\_\_\_

LAST DATE YOU ARE AVAILABLE TO WORK: \_\_\_\_\_

VACATION PLANS AND DATES: \_\_\_\_\_

Have you worked (or volunteered) for the Newtown Parks and Recreation Department in the past?

If YES, in what capacity? \_\_\_\_\_

What previous training and experience have you had to qualify you for your desired position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to work a rotating schedule including Saturday, Sunday & Holidays? \_\_\_\_\_ Yes \_\_\_\_\_ No

List some of your interests \_\_\_\_\_

\_\_\_\_\_

Can you work independently? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Lake Lillinonah Gate Attendant job responsibilities/daily duties included, but not limited to:**

1. Professionalism.
2. You will be required to work a rotating schedule including Fridays, weekends and holidays; with the exception of the Vacation Policy.
3. Must wear STAFF shirt every day.
4. Be on time every day!
  - a. If you are running late please contact Newtown Parks and Recreation at 203-270-4340 before your shift.
5. If you unable to do your shift, *please call another Gate Attendant to work and email or call the office* to notify of the change.
  - a. No Call, No Show can lead to suspension and/or termination.
6. Respond to visitor's requests, needs and complaints.
  - a. If you are unsure of policy, rules or regulations please Do Not assume or give misinformation. Call the office for verification or have them call the office. Giving wrong information to patrons may cause problems. There is nothing wrong in letting the patron know you will find out.
7. Check that vehicles have a Parking Permit displayed in the windshield – No permit, No entrance.
8. Record daily activities on sheet provided.
9. Keep area clean. Pick up trash, etc.
10. Keep Parks and Recreation updated on all activities.
  - a. Report any problems to Parks and Recreation
11. Remind patrons that gates are locked at 8:30pm. Vehicles remaining in the lot will be locked in until the morning.
12. Assist in parking lot to ensure for proper parking due to limited spaces.
13. All patrons need to have a boat launch key to launch a boat. No key – No launching.  
Patrons with other water vessels (such as canoes, kayaks or paddleboards) that can be carried may use the ramp without possessing a boat launch key.
14. The dock is to be used only for loading and unloading boats. Enforce this rule so that there is no other use, i.e. fishing, sunbathing, waterskiing, diving, boat fueling, boat mooring or discharging of passengers.
15. Ensure all patrons lock launch gate after launching their vessel.

**Remember, patron safety is the most important goal!**

**PLEASE BE SURE TO READ THE STATEMENT ON THE FOLLOWING PAGE AND SIGN WHERE INDICATED.**

**APPLICANT'S STATEMENT (PLEASE READ CAREFULLY):**

I certify the above information is correct and truthful. I realize, too, that falsification of any information of this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced. I also give consent for you to check with personal references, post-conditional job offer medical records, previous employers and educational institutions concerning my past employment and personal history and to receive reports that may be relevant to my background from other employers and to check criminal and driving records and that a background search may be conducted and that any offer of employment shall be conditioned upon satisfactory results from the same. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history. I further understand that the acceptance of this form does not constitute an employment agreement. Failure to fill out this application completely may result in my disqualification from any further consideration for employment. Proof of citizenship for employment eligibility in accordance with the Immigration Reform and Control Act of 1986 will be required at time of appointment.

**DRUG/ALCOHOL TESTING:** The Town of Newtown reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants may be required to pass a test for drugs of abuse and/or alcohol misuse. Failure to pass such tests will result in the withdrawal of any offer of employment. Supervisors may order an employee to take a drug or alcohol test if there is a reasonable suspicion that the employee is or has been using drugs or alcohol.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I consent for the use of photographs. I understand the Newtown Parks and Recreation Department may videotape or take photographs of participants enrolled in recreation activities/programs. These photos and/or videotapes may be used for promotional purposes.

I will adhere to the terms of this agreement and all rules and regulations of the Newtown Parks and Recreation Department. I understand that if for any reason, my work performance or behavior is in any way deemed unacceptable, I would be subject to verbal/written warnings which could lead up to suspension or termination from my position.

***(This agreement is not a promise of employment)***

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**Signature of applicant**

**Name of Applicant (print)**

**Date**

**PLEASE RETURN COMPLETED APPLICATION TO:  
NEWTOWN PARKS AND RECREATION | 8 SIMPSON STREET | NEWTOWN, CT 06470  
*(Parks and Recreation cannot be held responsible for loss of mail or postal delays when returning your application.)***