



TOWN OF MANCHESTER-BY-THE-SEA
Town Hall, 10 Central St., Manchester-by-the-Sea, MA 01944
APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination against race, gender, color, age, religious affiliation, national origin, sexual orientation, disability, veteran status, or any other class protected by federal or state law.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Address _____
Number and Street City State Zip

Telephone Number (_____) _____ Cell (_____) _____

Email Address _____

Emergency Contact _____
Name Phone

The Town of Manchester-by-the-Sea supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?
Yes _____ No _____

POSITION APPLYING FOR

How did you hear about the position?

Have you ever been employed by the Town of Manchester-by-the-Sea? If so, when and by what department?

LICENSES (please list all licenses related to the position you seek)

Do you have a valid driver's license (Class D Auto)? Yes _____ No _____ Expiration date _____

Do you have a valid CDL license (Class A or B)? Yes _____ No _____ Expiration date _____

Do you have a valid Hydraulic license? Yes _____ No _____ Expiration date _____

What other valid licenses or certifications do you possess (job related)?

EDUCATION

<u>School</u>	<u>Address, City, State</u>	<u>Years Attended</u>	<u>Degree</u>
High School			
College			
Graduate School			
Trade, Business, Other			

MILITARY SERVICE

Have you ever served in the Armed Forces of the U.S.? Yes _____ No _____

What branch and what dates? _____

Current duty status and/or type of discharge: _____

SPECIAL SKILLS - List any special skills/training you have:

EMPLOYMENT HISTORY *Please account for all previous full and part-time work, beginning with your current or most recent employer. You may include any verified work performed on a volunteer basis. Resumes may be submitted as supplemental information. May we contact your present employer? Yes _____ No _____*

If no, please explain: _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

It is a violation of Massachusetts General Law to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liability.

I understand that any offer of employment from the Town of Manchester-by-the-Sea may be contingent upon successful completion of a pre-employment screening process including but not limited to satisfactory references, a satisfactory Criminal Offense Record Inquiry (CORI check) and/or Credit check if required, satisfactory verification of driver's license or certifications where required, and satisfactory completion of any required drug test or physical and/or psychological examination. The Town may waive any of the aforementioned under certain circumstances. I understand that the information released is for the Town of Manchester-by-the-Sea's use only.

I authorize verification of all statements contained in this application for employment and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Manchester-by-the-Sea to obtain any information from schools, employers, or individuals relating to my activities, as may be necessary in arriving at an employment decision, including contacting present and former employers.

I hereby release the Town of Manchester-by-the-Sea, my present and former employers and all individuals contacted for factual information about me, from any and all liability for damages arising from furnishing the requested information.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment.

I understand that any employment offer by the Town of Manchester-by-the-Sea is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may be grounds for not employing me or dismissing me post-employment.

My signature below certifies that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____



Manchester Parks & Recreation Department
 10 Central Street, Manchester, MA 01944

Seasonal Employment Application

Cheryl L. Marshall
 Director of Parks & Recreation

Tel: 978-526-2019
 Fax: 978-526-2007

Name: _____

Local Address: _____

Town State Zip

Permanent Address (if different): _____

Town State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Highest Educational Level Completed: _____

Area of Study/Major: _____ School: _____

T-Shirt Size: _____

Are you over the Age of 18? Yes: _____ No: _____

*The Town of Manchester is subject to certain child labor laws regarding employment of persons under the age of 18. An Employment Permit may be required.

If you are under the age of 18, please indicate your date of birth _____

POSITION	MINIMUM AGE TO APPLY	CHECK BOX OF POSITION APPLYING FOR
Adult Tennis Instructor	21	
Singing Beach Facility Manager	21	
Singing Beach Facility Assistant Manager	21	
Singing Beach Facility Attendants	18	
Lifeguards	18	
Buildings & Grounds Division Position	18	
Recreation Intern	18	
Youth Tennis Instructor	16	
Playground Counselor	16	

When are you available to work? _____

Please list any days that you will need off during employment period: _____

REFERENCES: Please list 3 references. The references cannot be family members.

Name	Occupation	Address	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please list your current certifications below and submit a photocopy of your certification cards.

	Yes / No	Expiration Date	Certifying Agency
Lifeguard Training with First Aid	Yes / No	_____	_____
CPR for the Professional Rescuer:	Yes / No	_____	_____
Water Safety Instructor:	Yes / No	_____	_____
Water Safety Instructor Aide:	Yes / No	_____	_____
CPR:	Yes / No	_____	_____
Standard First Aid:	Yes / No	_____	_____
Other(s): Please be specific: _____			

What skills do you possess that would make you a valuable staff member for the Town of Manchester Parks & Recreation Department? _____

Criminal Background Information

1. Have you ever been convicted of a felony? Yes ___ No ___
2. Have you been convicted of a misdemeanor within the past five years?
(First convictions for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace are not required to be reported)
Yes ___ No ___
3. Were you convicted of a misdemeanor more than five years ago, which had a jail term that ended or concluded within the past five years?
Yes ___ No ___

I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and that I can be terminated at any time without notice. I understand that an offer of/or employment by the Town of Manchester is conditional upon satisfactory references and proof of citizenship or immigration status. I authorize investigation of all statements contained in this application as well as persons and companies to furnish any information regarding me, whether or not it is on records, and hereby release them from all liability for damages for providing this information. As part of the application process, I authorize the Town of Manchester to check my Criminal and Sexual Offender Record.

Applicant's Signature: _____ **Date:** _____

The Town of Manchester is an EOE/AA/ADA Employer