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## SUMMER CAMP & PLAYGROUNDS RUN FROM JUNE 28 – AUGUST 20, 2010

Thank you for your interest in our summer programs! We are looking forward to another exciting season and are proud of the staff that we employ who make all of our programs a success. Please complete the entire application and return to the Beverly Recreation office no later than **Friday, March 5, 2010**. Any applications received after March 5 are marked "late" and will be considered only if insufficient applications are received or additional positions become available.

### PLEASE NOTE:

- Each new applicant must submit three (3) letters of recommendation from non-relatives who can attest to their ability to do the job they are applying for.
- Any offer of employment is conditional upon attending a mandatory orientation, which will include, but is not limited to, sexual harassment training.
- Applicants for all summer positions must be available to work for the entire summer season. Due to limited staffing, vacation time cannot be scheduled while summer programs are running. Please read our "Days Off Policy" and share it with your guardian(s).

Those who have not worked for the department before as well as returning employees seeking changes must plan for an interview no later than early April. Most interviews will be held during office hours, Monday – Friday, 9:00AM-5:00PM. **Special interviews during school breaks are always encouraged for those who may not be available at other times.** Please indicate clearly on the application, the best times for an interview.

### LIFEGUARD APPLICANTS:

Lifeguards are needed through Labor Day. Preference is given to guards who can commit to the entire season. Please indicate on your application, the last date you are able to work and why you must leave.

If you have any questions or require additional information, please do not hesitate to contact the office at (978) 921-6067 or by email at [bevrec@beverlyma.gov](mailto:bevrec@beverlyma.gov). We're looking forward to another awesome season!

The Beverly Recreation Department is an equal opportunity employer.

# APPLICATION DEADLINE: MARCH 5, 2010

# Days Off Policy

Each request for days off will be handled on an individual basis. The outcome will depend on the individual's reason for requesting a day off as well as their position in their program (camp, lifeguard, playgrounds, ranger, etc.). We consider time off to be an earned privilege, so depending on years of service and past days off history, a staff member may be granted a day off for a reason of low priority. Employees who have 5+ years of service (**not** including C.I.T. or volunteer contributions) will have their requests for time off considered before employees who have less than 5 years of service. First year employees may not be granted a day off for a reason of low priority. **All requests will ultimately be the decision of the Recreation Director.**

Days off **may** be permitted to employees whose requests fall under one of the following categories. Categories are listed in order of priority. (Proof of certain of these obligations may be requested in the form of a letter or phone call from parents or participating organization.)

1. Family obligations including weddings, funerals or medical emergencies.
2. College orientation.
3. Sports/Arts Camps/Internships that do not last for more than one week.
4. College courses that do not last for more than one week.
5. Family vacations that do not last for more than one day.  
(preferably a Monday or Friday, making the vacation over a long weekend)

Days off **may not** be permitted for:

- Family vacations that last for more than one day.
- Concerts! In any way, shape or form.
- "Mental health" days.
- Time away with friends.
- Participation in golf, tennis or any other kinds of tournaments.
- Time to shop for or pick up a new car or motorcycle or wait in line at the RMV.
- A day to recuperate after your 21<sup>st</sup> birthday.
- The excuse, "I've been working here for years and have never taken a day off."

All days off (with the exception of emergencies) must be requested **BEFORE** orientations begin. Any days off requested **AFTER** orientations begin might not be honored.

No days off requests may overlap between employees of the same camp or park. The highest priority request submitted will be the request that is honored.

No days off will be granted on Lip Sync night, special event days, camp trip days or day one of a new camp session.

If a day off has been granted, and it becomes known that the reason for the day off does not meet one of the numbered qualifications above, the Recreation Department may dismiss the employee.



# Employment Application 2010

Name: (First)	(Middle Initial)	(Last)	Social Security Number:
Address:	(City)	(State)	(Zip)
School Address: (If Away)	(City)	(State)	(Zip)
Email Address:			Telephone:

Returning Employee:       New Employee:

If you are under 18, can you furnish a work permit?     Yes     No

Age:
Date of Birth:

### POSITION INFORMATION:

Position(s) Desired/Areas of Interest: (See job packet and indicate supervisor if applicable)	Type of Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Date Available to Start:
1.	If Part Time, what hours: <input type="checkbox"/> Mornings <input type="checkbox"/> Noon/Evening <input type="checkbox"/> Afternoon <input type="checkbox"/> Weekends	
2.		
3.		

Have you ever been convicted of a criminal offence within the last five years or ever been convicted of a criminal offence for which your period of incarceration ended within the past five years?

**Note: You may answer no if any of the following circumstances are applicable:**  
 1. First conviction for any of the following misdemeanors: Drunkenness, Simple Assault, Speeding, Minor Traffic Violation, Affray or Disturbing the Peace.  
 2. Felony or misdemeanor convictions which have been annulled or sealed by a court.  
 3. Juvenile delinquency complaints or child in need of service complaints which were not transferred to Superior Court for prosecution.

Yes       No      If Yes, please explain \_\_\_\_\_

### EDUCATION:

<u>Name and Location of School</u>	<u>Years Completed</u>	<u>Degree</u>	<u>Major and/or Minor</u>
(High/Vocational School)			
(Jr. College/College or University)			
(Graduate School)			
(Other)			

**SPECIAL INTERESTS:**

Please let us know if you have any special talents and interests by checking any of the boxes below. Use the space provided for specific information and any additional talents you possess.

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**EMPLOYMENT/VOLUNTEER EXPERIENCE:** (Please begin with most recent employment or volunteer experience)

Company/Employer Name:	Dates Employed: From _____ To _____	<input type="checkbox"/> Job <input type="checkbox"/> Volunteer	Duties:
Address	Supervisor's Name & Title	Reason for Leaving:	

Company/Employer Name:	Dates Employed: From _____ To _____	<input type="checkbox"/> Job <input type="checkbox"/> Volunteer	Duties:
Address	Supervisor's Name & Title	Reason for Leaving:	

Company/Employer Name:	Dates Employed: From _____ To _____	<input type="checkbox"/> Job <input type="checkbox"/> Volunteer	Duties:
Address	Supervisor's Name & Title	Reason for Leaving:	

**LIFEGUARDS ONLY:**

Are you currently a fully certified Lifeguard?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Advanced Rescue:</b>	<b>Expiration Date:</b>	<b>Where You Received Certs:</b>
	<b>Water Safety Instr:</b>		
If No, which certification(s) are you missing?	<b>CPR:</b>		
	<b>First Aid:</b>		

**REFERENCES:** You must provide THREE letters of reference from people who know you (but are not related to you) and can attest to your ability to perform the duties for which you are seeking employment. In the spaces below, please provide information on your references, so we may contact them. The Beverly Recreation Department reserves the right to contact other individuals for references as well.

Name	Address	Phone #	Relation to You	Yrs. Acquainted

**New Employees:** Using the space below or a separate sheet, write one or two paragraphs explaining why you are applying for the job you seek and what experience or personal assets you have that make you a desirable candidate.

**Returning Employees:** Using the space below or a separate sheet, write one or two paragraphs suggesting changes or improvements to your program, special events, orientation, etc. Interviews will be held for those who are seeking changes, additional hours and/or responsibilities and those the Recreation Department deems necessary.

Please indicate your availability for an interview: (i.e.: any day after 2pm, Wednesdays after 1pm, etc.)

**Please Read Before Signing:** I understand that any offer of employment is conditional on the results of satisfactory references, and may be conditional on the results of a physical examination and/or drug screening test. I understand that any misleading or incorrect information, misrepresentation, or omission of facts may render this application void or may be cause for immediate dismissal whenever discovered and that the issuance of this application does not mean there are openings in all areas at this time.

I understand that I have a right to request in writing the information given to the Beverly Recreation Department by my references. I understand that while I am under the employ of the Beverly Recreation Department, I agree to conform to the rules and regulations of the Beverly Recreation Department and my employment and compensation can be terminated with or without cause and with or without notice, at any such time at the option of the Beverly Recreation Department or myself. I understand that signing this application is not a contract and does not bind me in any way with the Beverly Recreation Department or the City of Beverly.

I certify that the statements on this application are true, complete and correct and further agree that such statements may be investigated.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If Applicant is Under 18)

Interviewer's Signature \_\_\_\_\_ Date of Interview \_\_\_\_\_