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SUMMER CAMP & THE PLAYGROUND PROGRAM RUN FROM JUNE 26 – AUGUST 18, 2017

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 10, 2017**. Any applications received after March 10 are marked "late" and will be considered only if insufficient applications are received or additional positions become available.

PLEASE NOTE:

- Applicants DO NOT need to have prior experience as a CIT (Counselor In Training) at Beverly Recreation or any other program. This type of training is advantageous, but it is not mandatory.
- Applicants must be at least 16 years old at the start of the camp/park season to be considered for employment.
- 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).

INTERVIEWS:

Prospective employees as well as returning employees seeking changes must plan to be interviewed in March, April or May. Interviews will be held during office hours, Monday–Friday, 8:30AM-4:30PM, and/or on weekends, and/or during school breaks. Every interview will include two parts. The first part is a one-on-one conversation with Beverly Recreation supervisory staff to find out more about your experience and skills. The second part of the interview is a group planning session with a few other applicants to be guided by Beverly Recreation staff. Participation in both parts of the interview process is required in order to be considered for employment. We will try to accommodate your interview availability, but this may not always be possible. We appreciate your flexibility in adhering to your scheduled interview time(s).

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. We're looking forward to another awesome season!

The Beverly Recreation Department is an equal opportunity employer.

APPLICATION DEADLINE: MARCH 10, 2017

Beverly Recreation Summer Camp & Playground Program Employee

Days Off Policy

Introduction

When you accept a camp or playground job at Beverly Recreation, you do so acknowledging that you are making a commitment to work each day, Monday-Friday, for the entire eight week season, and attend all mandatory orientation days. We expect you to honor this commitment and not take days off.

We realize that participation in sports, summer classes and college orientation are important and often, required, events in your life. When it is possible and we are sure this privilege is not being abused, we are willing to give you time off and find a substitute to work in your place.

We encourage you, whenever possible, instead of taking an entire day off, to work a half day or some amount of time.

The Process

Years of service and past days off history will be factors in the decision to grant time off to an employee.

We consider time off to be an earned privilege, so employees with 5+ years of service (**not** including C.I.T. or volunteer contributions) will be eligible to take time off for family vacations and will have their requests considered before employees with less than 5 years of service.

We are unable to grant more than one week off, total for the 8-week season. We cannot accommodate requests for absences that encompass an entire camp session.

We prefer that you submit your request for time off before orientation. If this is not possible, we prefer to have at least one week's notice of your time off request. We may not be able to accommodate requests that are submitted less than one week before the absence.

Requests for time off must also be accompanied by proof of the event.

All requests for time off will ultimately be the decision of the Recreation Director.

What is Allowed

We will permit time off so you can participate in a sports team, attend college orientation, take a summer class, complete a short internship, or go to a sports or themed camp.

We may allow time off for family obligations such as weddings or reunions if they do not last for more than one day and that day is a Friday. Again, we encourage you, instead of taking an entire day off, to work a half day or some amount of time.

What is NOT Allowed

We will not permit time off for mental health days, concerts, time away with friends, or family vacations that last for more than one day when you have not put in 5+ years of service.

No time off will be granted on Lip Sync night.

Special event days, camp trip days or day one of a new camp session are days that we prefer not to allow time off.

Penalties

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

If an employee takes time off that has not been approved, the Recreation Department may dismiss the employee.



Employment Application 2017

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

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

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	Advanced Rescue:	Expiration Date:	Where You Received Certs:
	Water Safety Instr:		
If No, which certification(s) are you missing?	CPR:		
	First Aid:		

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 that 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: _____