



# Employment Application

The City of Beverly is an Equal Opportunity/Affirmative Action Employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, genetic information, sexual orientation, gender identity, uniformed military service, or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the City of Beverly Human Resources Department.

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

When are you available for an interview?

**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:**

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

**SPECIAL INTERESTS:**

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>		
	<b>CPR:</b>		
If No, which certification(s) are you missing?	<b>First Aid:</b>		

**REFERENCES:** You must provide TWO 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 the names of three people not related to you, whom we may contact for references. 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.

The information provided in this application for employment is true and complete to the best of my knowledge. I understand I may include any other information which may be helpful, such as work experiences, skills, articles/books published, activities, accomplishments, skills, verifiable volunteer participation, or experience acquired in the U.S. Armed Services, etc. I understand that any misrepresentation of information as part of the application process may result in immediate rejection of this application or dismissal from employment.

This application is not a contract of employment. Acceptance of this application by the City of Beverly does not mean that the applicant will be employed.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the City of Beverly to obtain any information from schools, employers or individuals relating to my qualifications or past activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the City of Beverly any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the City of Beverly's use only.

I hereby voluntarily release, discharge and exonerate the City of Beverly, its agents and representatives, and any person so furnishing information from any and all liabilities, of every nature and kind, arising out of the furnishing or inspection of such documents, records and other information, or the investigations made by or on behalf of the City of Beverly.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that the City of Beverly may also perform a criminal background check on prospective applicants whom are otherwise qualified and to whom the City makes a conditional offer of employment. In such cases, I understand that a final offer of employment will be dependent on a successful criminal background check.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

In the event of my employment with the City of Beverly, I will comply with all rules, regulations and policies set forth by the City of Beverly.

Nothing in this application limits the City's ability to conduct any background check, reference check, or any other preemployment check or inquiry in accordance with law.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

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

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

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