



55 Ober Street, Lynch Park, Beverly, MA 01915

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bevrec.com

**SUMMER CAMP & THE PLAYGROUND PROGRAM RUN FROM
JULY 1st-AUGUST 23rd, 2024**

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 **Wednesday, May 1st, 2024**. Any applications received after **May 1st** 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. 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.

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 jpaddol@beverlyma.gov. We're looking forward to another awesome season!

The Beverly Recreation Department is an equal opportunity employer.

APPLICATION DEADLINE: MAY 1, 2024

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 strive to provide a consistency and identity throughout our parks that greatly benefits the children. This is done primarily through the leadership that Instructors and Counselors represent. Your absence affects the children's experience in a negative way.

We realize that participation in sports, summer classes and college orientation are important and often, required, events in your life.

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 3 years of service (**not** including C.I.T. or volunteer contributions) will have their requests considered before employees with less than 3 years of service.

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 must have at least three week's notice of your time off request. We may not be able to accommodate requests that are submitted less than three weeks 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

For those who qualify, we may 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 3+ years of service.

There are certain "Blackout dates" such as the first few days of Camp/Park. 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

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: (See job packet and indicate supervisor if applicable)	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:
1.		
2.		
3.		

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.

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 ONE letter 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 pre-employment 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: