



**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: \_\_\_\_\_

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
Singing Beach Facility Manager	21	
Lifeguard Assistant Manager	21	
Adult Tennis Instructor	21	
Singing Beach Facility Assistant Manager	21	
Singing Beach Facility Attendant	17	
Lifeguard	17	
Recreation Intern	18	
Youth Tennis Instructor	16	
Playground Counselor	16	
Tuck's Point Attendant	18	

When are you available to start work? \_\_\_\_\_

What is the latest possible date that you can work? \_\_\_\_\_

**\*\*Please list any days that you will need off during employment period and why you need this time:** \_\_\_\_\_

**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.**

	Expiration Date	Certifying Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*Be sure to fill out full Town of Manchester Employment Application and submit with this form to Parks and Recreation.**