



**TOWN OF MANCHESTER-BY-THE-SEA**  
**Town Hall, 10 Central Street, Manchester-by-the-Sea, MA 01944**  
**APPLICATION FOR EMPLOYMENT**

The Town of Manchester-by-the-Sea is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, mental or physical disability, genetic information, choice of health insurance, marital status, age, veteran status or any other basis protected by 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 (ADA). 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**

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize the Town of Manchester-by-the-Sea or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and the Town of Manchester-by-the-Sea and its agents from all liability which may flow from the release of such information.

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 understand that if I am hired my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that the Town of Manchester-by-the-Sea will similarly enjoy the right to terminate my employment, at any time, with or without cause. This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of the Town of Manchester-by-the-Sea. I further acknowledge that I am expected to abide by all company rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Town of Manchester-by-the-Sea or otherwise restrict the right of either party to terminate the employment relationship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*



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: 978-526-2001

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 \_\_\_\_\_

| <b>POSITION</b><br>For job descriptions go to:<br><a href="http://www.manchester.ma.us">www.manchester.ma.us</a> | <b>MINIMUM AGE</b><br><b>TO APPLY</b> | <b>CHECK BOX OF</b><br><b>POSITION APPLYING FOR</b> |
|--|---------------------------------------|---|
| Singing Beach Facility Manager   | 21                                    |   |
| Lifeguard Assistant Manager  | 20                                    |   |
| Adult Tennis Instructor  | 21                                    |   |
| Singing Beach Facility Assistant Manager   | 20                                    |   |
| 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.**

|       | <u>Expiration Date</u> | <u>Certifying Agency</u> |
|-------|------------------------|--------------------------|
| _____ | _____                  | _____                    |
| _____ | _____                  | _____                    |
| _____ | _____                  | _____                    |

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