



Town of Dartmouth Employment Application

Applicant Information

NOTICE: It is the policy of the Town of Dartmouth to afford equal employment opportunity to all qualified persons without regard to race, color, religion, gender/sex (including gender identity, sexual orientation, and pregnancy), national origin, ancestry, age (forty or older), disability, veteran/military status, or genetic information, or any other characteristic or classification afforded protection against discrimination under federal or state law, except as to bona fide occupational qualifications allowed by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Personnel Department.

1. Date of Application: _____ 2. Position Applying For: _____

3. Name: _____
Last First Middle

4. Address: _____
Number Street Apartment Number

City / Town State Zip Code

5. Telephone Number: _____ Email Address: _____

6. If hired, can you provide proof of legal right to work in the U.S.? Yes No

7. Are over age 18? YES NO If under the age of 18, are you able to furnish a work permit? YES NO

8. Have you ever been employed by the Town of Dartmouth? YES NO
If yes, when? _____ Department _____

9. Have you previously applied for a position at the Town of Dartmouth? Yes No
If yes, what position did you apply for & when? _____

10. Do you have an immediate family member (i.e. spouse, parent, sibling) employed by the Town of Dartmouth? YES NO
If yes, Employee's Name: _____ Department: _____

11. How did you hear about the position for which you are applying: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree
High School			YES NO	
College			YES NO	
Other:			YES NO	

12. Do you have a valid Drivers License (Class D) Yes No If yes, enter expiration date: _____

Do you possess any of the following licenses? Please list in detail all that apply and attach copies of any licenses to this application.

- Commercial Drivers License _____
- Specialized Training or Licenses _____
- Computer Software Skills _____

[] Other Licenses _____

13. Have you ever served in the U.S. Armed Forces? [] Yes [] No

Please list any applicable education, training or experience gained while serving: _____

Employment History

You must complete each field. You may indicate "see resume" under "duties" only.

14. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

Reason(s) for leaving: _____

15. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

16. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

17. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? [] YES [] NO

Duties: _____

References

Please list 3 **supervisors** who can comment on your work performance and/or experience.

18. Reference #1

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

19. Reference #2

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

20. Reference #3

Name: _____ Company Name: _____
Title: _____ Telephone: _____ Email: _____

Agreement

I understand that acceptance of this application by the Town of Dartmouth does not imply that I will be employed.

The information I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination of employment, if employed.

I expressly authorize without reservation, the Town, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I hereby release 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.

If I am hired, I understand that I will be subject to the requirements of employment for the particular position I am to fill. These requirements may vary depending upon the particular Town department, division or agency concerned. I will be subject to the provisions and conditions applicable to the particular position for which I am hired, which may be set out in an Employment Contract, a Personnel Job Description or a Collective Bargaining Agreement, or a combination of those items.

I understand that I may include any verifiable volunteer work experience under the employment history section of this application.

I understand that any offer of employment that I receive from the Town of Dartmouth is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Dartmouth receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test and physical examination.

I understand that the Town of Dartmouth is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My typed signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

Signature (type name): _____ Date: _____

TOWN OF DARTMOUTH

EEO Voluntary Self Identification Form

The Town of Dartmouth is an Equal Opportunity Employer. The completion of this form is optional. If you choose to volunteer the requested information, please note that all EEO Voluntary Self Identification Forms are kept in a confidential file and are not a part of your application for employment or your personnel file. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any employment decision.

Name: _____
Last First Middle

Position Applying for: _____

Gender: M F

Race Selection

Please check one of the following:

- White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black: (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian of Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This areas includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Cape Verdean: All persons who are descendants of anyone born in the Cape Verde Islands.
- Unknown

THE FOLLOWING ARE MANDATORY DATES TO KEEP IN MIND

April 14, 2023 Application deadline	Week of May 1, 2023 Interviews afterschool	
May 24, 2023 Swim test for all Lifeguards	June 5, 2023 Orientation for all hires	

Selected applicants will be made aware of the actual day and time one week prior to the interview.

CPR/AED Certification is required for all employees. A class will be scheduled through Parks & Recreation or you may obtain on your own upon being hired.

Will you need CPR/AED certification? YES NO

If yes, will the certification be new or a renewal? NEW RENEW

In case of emergency notify, _____
Name Relationship Phone Number

POSITION APPLYING FOR (Indicate first & second choice with a number)

- *Lifeguard Gate Guard Laborer Truck Driver Concession Server
- Concession Cook Concession Asst. Manager Assistant Office Clerk
- Playground Instructor Assistant Director

***If applying for lifeguard position: you MUST have Waterfront LG Certificates or be currently enrolled in a class.**

What did you score on the 500 swim test? _____

SCHEDULING INFORMATION

Date you are available to start work: _____ Date you must end work: _____

The Beach Season runs from June 17 – September 4
 Summer Programs June 26 – August 18

If your last day is prior to Labor Day due to school, are you available to work the Labor Day weekend?

Yes No

Time off from work will not be granted unless it is school related (must be approved in advance) or an illness. Please list below any school related orientation, activities or sports camps that you are aware of. Note: It is mandatory that all Lifeguards/Gate Guards be available to work July 4 as well as the weekend following or prior to July 4, depending which is closer to the holiday.

Please list below the days and times you are **NOT** available to work. If hired, we will try to fit your schedule to your availability; however we cannot accommodate all requests.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Lifeguards and Gate Guards: Beach hours of operation
 Round Hill Daily 9:00 am-8:00 pm
 Jones Park Daily 9:00 am-5:00 pm
 Apponagansett Daily 9 am-5 pm; Concerts 5:00 pm – 8:00 pm

Laborers: Monday - Friday 7:00 am - 3:30 pm

Playground Centers: Monday - Friday 8:30 am - 4:30 pm

Job Descriptions

Beach Supervisor/Assistant Beach Supervisor: This part-time position requires management skills in dealing with young adults, a thorough understanding of water safety (lifeguard and CPR/AED certifications required), schedule flexibility with mandatory weekends. This position would require supervising all lifeguards at Dartmouth's three beach facilities from June - September; overseeing daily exercises; and weekly payroll. **A cover letter must accompany the application when applying for this position.**

Lifeguard: Part-time seasonal position. Must be at least 16 years of age. Performs rescue and life saving techniques as required in emergency situations; ensures that the swimming area is kept free of hazards and that proper safety regulations are followed. Applicant must be in good physical shape and have the ability to meet all physical requirements of a certified lifeguard. Must pass a swim test prior to employment. Work requires frequent standing, walking and sitting for long periods. Excellent eyesight and hearing, (well within normal ranges). This position requires CPR/AED for the Professional Rescuer and **Waterfront Lifeguard Training** and Community First Aid and Safety, schedule flexibility with mandatory weekends; and light maintenance. It is mandatory that all guards be available to work July 4 as well as the weekend following or prior to July 4, depending which is closer to the holiday. Daily exercises and frequent safety drills are required.

Gate Guard: This part-time seasonal position requires CPR/AED certification, routine inspections of all vehicles entering the gate; selling of day passes; tallying; and turning in of all money collected. This position requires frequent contact with the general public including common courtesy; contacts involving explaining routine beach rules; properly directing the flow of traffic through the gate area; and opening and closing the gate daily. Ability to carry out instructions and to work independently is required. It is mandatory that all gate guards be available to work July 4 as well as the weekend following or prior to July 4, depending which is closer to the holiday.

Laborer: Part-time seasonal position, must be 16 or older, requires CPR/AED certification. Operates equipment of little complexity for all park projects; hauls gravel, dirt, sand, seaweed, and other materials; load and unloads materials; performs manual labor. Frequent use of lawnmowers and other small tools is required. Work is performed under varying field conditions, with exposure to variable weather conditions. Frequent strenuous physical effort generally required in performing work. Physical ability to lift heavy materials such as sand, stone, and tools.

Truck Driver: Seasonal position, must be 18 years or older, requires CPR/AED certification. Works under the direct supervision of the Superintendent. Position requires a valid Class D Driver's license. Operates a variety of light trucks, operates a small front-end loader/back hoe with various hydraulic attachments, operates lawn mowers and other power and hand tools. Provides direct supervision over a small work crew and performs the duties as the crewmembers. Physical ability to lift heavy materials while working in adverse weather conditions is required. Will assist in park and facility maintenance and cleanliness.

Assistant Office Clerk: This part-time seasonal position requires basic computer skills, excellent organizational abilities, and a positive attitude in dealing with town residents. Will be responsible for the selling of park/beach stickers to town residents. May be asked to assist with basic office duties.

Playground Instructor: Full-time seasonal position requiring CPR/AED certification, involves organizing and supervising recreational activities at the town's playground centers. Instructs and participates in established activities including athletic games, arts and crafts, board games, etc. Has constant contact with program participants and parents. May be required to respond appropriately to emergencies and unpredictable situations.

Assistant Director: Full-time seasonal position requiring CPR/AED/First Aid certification, supervises and coordinates the daily activities of the Recreation Instructors at the town's playground centers. Exercises independent initiative and creativity in developing, planning and participating in the daily activities of the playground centers. Responsible for daily attendance of program participants. Has constant contact with program participants, parents, town and school departments. Will be required to respond appropriately to emergencies and unpredictable situations.

Concession Server: Part-time seasonal position in food service at a concession stand. Take food orders, assist in preparation of the order, collect money, clean-up inside & outside of facility. Operate telephone, cash register and various concession related equipment. Common courtesy when dealing with the general public required. Works under the general supervision of the Concession Supervisor.

Concession Cook: Part-time seasonal position in food service at a concession stand. Must be at least 16 years of age. Take food orders, prepares cooked food orders following all proper health regulations using a cooktop grill and fryolators, may collect money, clean-up inside & outside of facility.

Concession Asst. Manager: Part-time seasonal position in food service at a concession stand. Supervises all staff, maintains all equipment, prepares cooked food orders following all proper health regulations. Responsible for daily cash receipts and deposits in accordance with department policies. Makes frequent contact with the general public requiring common courtesy. Works under the general supervision of the Concession Manager.