

TOWN OF WEST TISBURY
PERSONNEL BOARD

received
7/6/2021
WTPB

JOB CERTIFICATION FORM

JOB TITLE:

Highway Superintendent Assistant

JOB CLASSIFICATION:

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

Town Hall 5/10 - 2 wks
M U Town 5/13 + 820

APPLICATIONS RECEIVED:
(Attach originals)

Robert Tabares

APPLICANT SELECTED:

Robert Tabares

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

Tom Della Rocca

Taylor Rasmussen

John O'Bonnell

Official Start Date of Hire:

6/21/21

STARTING SALARY: GRADE

3

STEP

1

RATE

23²⁰

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD

P.O. BOX 278

WEST TISBURY, MA 02575

PERSONNEL BOARD

508-696-6404

PERSONNEL@WESTTISBURY-MA.GOV

www.westtisbury-ma.gov

An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, 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 Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name: Robert Tabares Date: 5-21-21
107 Pennsylvania Ave Vineyard Haven MA 02568
Address (mailing) # and Street City and State Zip Code

Same
Address (physical) #and Street City and State Zip Code
008 685 6441 tabares.Robert83@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Highway Superintendant Assistant

How did you hear about this position? Jesse Oliver

Have you ever been employed by the Town of West Tisbury When? What department?

NO

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>G.N.B.R.V.T.H.S New Bedford</u>	<u>Auto Body</u>
College		
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training		

VII. Employment History (continued)

Employer <u>Edgartown Highway</u>	Address
Telephone	Title
Supervisor <u>Allen DeBettencourt</u> <u>Jimmy Marada</u>	Dates Worked <u>3-21 - Current</u>
Reason for Leaving	

Description of Primary Duties: Laborer - Trash pickup, Lawn & hedge
Cleanup, Machine operator, Brick & Stone work
Park & Cemetery Cleanup

Employer <u>Dukes County</u> <u>Customs</u>	Address
Telephone	Title
Supervisor <u>Myself</u>	Dates Worked <u>9-19 - Current</u>
Reason for Leaving	

Description of Primary Duties: Motorcycle, car & Truck
Repair

Employer <u>TDR</u>	Address
Telephone <u>508 560 5232</u>	Title <u>Laborer / Machine</u> <u>operator</u>
Supervisor <u>Tom</u> <u>Della Pocco</u>	Dates Worked <u>5-19 - 2-20</u>
Reason for Leaving <u>I was physically Threatened by a Co-worker</u>	

Description of Primary Duties: Lawn & Hedge Trimming, Property
Care Taking, Machine operating

all good

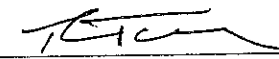
XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that 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 from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. 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.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Robert Tabares

Applicant Signature 

Date: 5-21-21

Town of West Tisbury
Highway Laborer

The Town of West Tisbury is seeking applicants for the position of highway laborer. The position is full-time 40 hours/week with benefits. Applicants must be at least 18 years of age, a high school graduate and have a valid Massachusetts driver's license. Applicants will be subject to a complete physical, drug screen and a background review including a CORI check. Starting wage is Step 1 at \$ 23.20/hour. The job description and application are available online at www.westtisbury-ma.gov or may be picked up in the lobby of the Town Hall at 1059 State Road, West Tisbury. Completed applications, letter of interest, and resume can be left in the drop box at the Town Hall or sent to the Select Board, PO Box 278, West Tisbury, MA 02575-0278. Questions can be directed to the Town Administrator at 508-696-0102. The deadline to submit completed applications is June 1, 2021 12:00 noon The Town of West Tisbury is an Equal Opportunity Employer.

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Administrative Assistant^{II} to the CPC Committee

JOB CLASSIFICATION: _____

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

- Online for May 3, 2021 -
Martha's Vineyard Times May 6, 2021 + May 13, 2021
Vineyard Gazette May 7, 2021 + May 14, 2021

APPLICATIONS RECEIVED:
(Attach originals)

Sara Fuschetto
Susan Block
Ina Thigith

APPLICANT SELECTED:

Sara Fuschetto

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

Katherine Gregoire
Mary Murray

Official Start Date

**If this date changes contact the PB

7/01/2021

STARTING SALARY: GRADE 5 STEP 1 RATE 28.58

APPROV _____

CHAIR, PERSONNEL BOARD/DATE

SARA FUSCHETTO
10 KATAMA DRIVE
EDGARTOWN, MA 02539
Phone 917-453-0407
Email sarafusch@gmail.com

May 11, 2021

Dear Hiring Manager,

I would like to express my interest in the Administrative Assistant II position. I have the following pertinent qualifications:

- History of successful administrative assistant roles supporting committees and operations.
- Excellent public facing member of a team while completing various projects.
- Consistent, reliable, and highly flexible.

In my role at MIT Health Plans, I was recognized with the Infinite Mile Award for collaborative effort as well as team efforts with the Infinite Mile Award for Team Player.

I look forward to discussing how my skills and experiences can contribute to your team.

Sincerely,



Sara Fuschetto

SARA FUSCHETTO

10 Katama Drive
Edgartown, MA 02539
sarafusch@gmail.com
917.453.0407

Positive, service-oriented, organized, and tech-savvy.

Massachusetts Institute of Technology employment history (2005 – 2018)

Massachusetts Institute of Technology/MISTI Cambridge, MA April 2017 - Oct 2018

Program Assistant

Administrative support for 3 managers of the Spain, Italy and Mexico student exchange programs.

- Welcomed participants through orientations, phone and meet and greet meetings
- Event planning, purchasing, processed invoices and travel expenses
- Organized/coordinated meetings
- Conducted online research relevant to the MISTI practice
- Disseminated MISTI content and material throughout MIT to effectively publicize programs
- Created, maintained and edited existing content and new websites for 3 countries
- Managed reimbursements and charges through processing RFPs and JVs
- Identified, tracked and resolved unused funds for Global Seed Funds
- Managed catering and event planning needs
- Maintained office calendar, scheduled rooms and appointments
- Coordinated inventory and order supplies
- Drafted, prepared and proofread correspondence

Massachusetts Institute of Technology/Civil and Environmental Engineering Cambridge, MA Aug 2015 - April 2017

Administrative Assistant II

Primary support for a renowned Civil and Environmental Engineering professor.

- Maintained and updated CEE website
- Edited and updated CEE research website
- Ensured grant expenditures are in compliance with approved sponsor guidelines
- Managed travel itineraries, travel lodging and reimbursement
- Coordinated inventory and order supplies
- Processed and tracked purchase orders, processed accounting documents
- Maintained office calendar, schedule rooms and appointments
- Managed catering and event planning needs
- Drafted, prepared and proofread correspondence
- Managed all arrangements (booking, caterer, A/V) for the annual Freeman Lecture

Massachusetts Institute of Technology/MIT Health Plans Cambridge, MA Sept 2005 – Aug 2015

Enrollment Administrator

Managed enrollment for MIT Medical's employee, student and affiliate insurance plans.

- Served as primary resource for MIT health plan enrollment information; trained and managed a team of 4
- Managed comprehensive intake system and data management program
- Maintained and reviewed current database as needed
- Coordinated the development and implementation of a structured communication and outreach program
- Disseminated content and material throughout MIT
- Improved plan visibility through design and content of web pages, marketing items
- Designed standards for verifying eligibility for students, faculty and research staff; ensured visa compliance
- Processed payments, reconciled accounts and resolved accounting discrepancies
- Served as liaison to MIT Benefits offices, Claims, Registrar, IS, ISOS, Student Financial Services, Blue Cross Blue Shield
- Implemented new enrollment and billing system in the student information program
- Coordinated and assisted group presentations for up to 400 members for member orientations
- Exercised discretion with confidential member information with adherence to HIPAA policies

SKILLS

Word, Excel, PowerPoint, Adobe Acrobat, MIT SAPgui, Concur, MIT Buy2Pay, OSP Service Tracker, Slack, SurveyMonkey, Photoshop, Illustrator, InDesign, Dropbox, Filemaker Pro, Ensemble, MailChimp, Eventbrite, Outlook, SAP, Atlas, Concur, Terradotta, IDX, Prezi, Flowcast, Wordpress, Drupal, HTML, CSS. Windows and Mac proficient.

AWARDS

MIT Medical Infinite Mile Award 2010: Collaborative Effort
MIT Medical Infinite Mile Award 2007: Team Player

EDUCATION

Tufts/School of the Museum of Fine Arts: Graphic design and illustration certificate programs
Keene State College: B.A. in English with a minor in psychology
MIT: Project Management 2015, Giving Effective Feedback 2013

VOLUNTEERING

Quincy Animal Shelter: foster, foster training. 2013 - present

Gaining Ground: a non-profit organic farm in Concord, Massachusetts that grows and donates to area meal programs and food pantries. <http://www.gainingground.org> 2017 - present

Food distribution through Beacon Hill Quaker Friends: provided weekly grocery distribution in Dorchester, MA. 2020 - present

DJ with WMBR 88.1FM, MIT's noncommercial all volunteer radio station. Spring and fall terms 2017

Harvard University/Arnold Arboretum interpreter. Spring 2018

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A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name: SARA FUSCHETTO Date: 5/11/21

PO BOX 218 West Tisbury, MA 02575

Address (mailing) # and Street City and State Zip Code

10 Katama Drive Edgartown, MA 02539

Address (physical) #and Street City and State Zip Code

917.453.0407 sarafuscho@gmail.com

Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Administrative

How did you hear about this position? MV Times

Assistant II

Have you ever been employed by the Town of West Tisbury When? What department? NO

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>Ridge High School</u>	<u>College prep</u>
College	<u>Keene State College</u>	<u>BA/English</u>
Graduate School		
Trade, Business, night courses	<u>Tufts MFA School</u>	<u>certificate in graphic design</u>
Military Service,		
Other Training		

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes ☒ / No ☐ if yes, enter expiration date 11/22/24

What other valid licenses or certificates do you possess? _____

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		<input checked="" type="checkbox"/>
Knowledge of Spreadsheets		<input checked="" type="checkbox"/>
Knowledge of Databases		<input checked="" type="checkbox"/>
Automated Accounting System Knowledge		
Bookkeeping Knowledge	<input checked="" type="checkbox"/>	
Typing/Keyboarding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

VI. Special Skills. Please list any other skills or abilities you feel are relevant:

VII. Employment History.

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes ☒ No ☐

VII. Employment History (continued)

Employer	MIT/MISTI	Address	77 Massachusetts Ave Cambridge, MA 02139
Telephone	617.253.4255	Title	Administrative Assistant II
Supervisor	April Julich Perez	Dates Worked	2017-2018
Reason for Leaving	Academic appointment expired		

Description of Primary Duties: Event planning, editing, website creation and maintenance, research.

Employer	MIT/CEE	Address	77 Massachusetts Ave Cambridge, MA 02139
Telephone	617.253.4255	Title	Administrative Assistant II
Supervisor	Joseph Sussman	Dates Worked	2015-2017
Reason for Leaving	Dr. Sussman's retirement		

Description of Primary Duties: Purchase order processing, grant submissions, website maintenance, editing and research, facilitating and scheduling meetings.

Employer	MIT/MIT Health Plans	Address	77 Massachusetts Ave Cambridge, MA 02139
Telephone	617.253.4255	Title	Enrollment administrator
Supervisor	Lucy Walsh	Dates Worked	2005-2015
Reason for Leaving	Accepted another position within MIT.		

Description of Primary Duties: Managed four person team for a busy front desk. compiled enrollment data, determined eligibility standards for MIT community, processed applications for health insurance plans.

VIII. Professional References: (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Mary Murray		617.966.5629	Finance manager/ MIT Health Plans
Name	Address	Phone	Title
Katherine Gregoire		617.968.2258	IT/MIT Health Plans
Name	Address	Phone	Title
Abbie Ferrier Calkins		774.239.5333	Enrollment Coordinator/MIT Health Plans
Name	Address	Phone	Title
Name	Address	Phone	Title

IX. Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: ____

XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

XII. Lie Detector Test.

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.

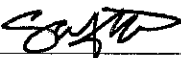
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- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. 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.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Sara Fuschetto

Applicant Signature 

Date: 5/11/21