

TOWN OF WEST TISBURY  
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Assistant Animal Control Officer

JOB CLASSIFICATION: Animal control officer

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

Vineyard Gazette Town Hall Facebook  
mv Times website

APPLICATIONS RECEIVED: Phoebe Bates  
(Attach originals)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SELECTED: Phoebe Bates

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

Julia Humphreys  
Kate Poole  
Karen Ogden

Official Start Date \_\_\_\_\_  
\*\*If this date changes contact the PB

STARTING WAGE: GRADE \_\_\_\_\_ STEP 1 RATE 27.29 hr.  
\$75.00 daily

APPROVED:

\_\_\_\_\_  
CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY ASSISTANT ANIMAL CONTROL OFFICER The Town of West Tisbury is seeking to hire an Assistant Animal Control Officer on a part-time, non-benefited basis. Qualified applicants must have a high school diploma, 1-3 years experience handling animals and a valid Massachusetts driver's license. Job duties may include but are not limited to enforcing all relevant State statues and town-by laws as they relate to the control and regulation of animals, ensuring the safe return, care and handling of all residential animals and provides protection to the residents and visitors of West Tisbury from annoyance, intimidation, irritation and injury from animals. Position requires frequent light to moderate physical effort, good mobility and good physical conditioning is required as Officer may be chasing and handling large animals. Candidates for this position must have the ability to complete the State Animal Control Certification courses. Starting hourly rate of \$27.29. There is also a \$75.00 a day stipend when on-call. Job description and application available at [www.westtisbury-ma.gov/personnel-board](http://www.westtisbury-ma.gov/personnel-board) or at [personnel@westtisbury-ma.gov](mailto:personnel@westtisbury-ma.gov). Copies of the applications can 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 Town hall, by email to [aco@westtisbury-ma.gov](mailto:aco@westtisbury-ma.gov), or sent by mail to Kate Hoffman, Animal Control Officer, P.O. Box 278, West Tisbury, MA 02575-0278. Applications will be accepted until the position is filled. The Town of West Tisbury is an Equal Opportunity Employer.

**TOWN OF WEST TISBURY  
ASSISTANT ANIMAL CONTROL  
OFFICER**

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Job duties may include but are not limited to enforcing all relevant State statues and town by- laws as they relate to the control and regulation of animals, ensuring the safe return, care and handling of all residential animals and provides protection to the residents and visitors of West Tisbury from annoyance, intimidation, irritation and injury from animals.

Position requires frequent light to moderate physical effort, good mobility and good physical conditioning is required as Officer may be chasing and handling large animals. Candidates for this position must have the ability to complete the State Animal Control Certification courses.

Starting hourly rate range of \$27.29. There is also a \$75.00 a day stipend when on-call. Job description and application available at [www.westtisbury-ma.gov/personnel-board](http://www.westtisbury-ma.gov/personnel-board) or at [personnel@westtisbury-ma.gov](mailto:personnel@westtisbury-ma.gov). Copies of the applications can be picked up in the lobby of the Town Hall at 1059 State Road, West Tisbury.

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# TOWN OF WEST TISBURY

1059 STATE ROAD  
P.O. BOX 278  
WEST TISBURY, MA 02575  
PERSONNEL BOARD  
508-696-6404

[PERSONNEL@WESTTISBURY-MA.GOV](mailto:PERSONNEL@WESTTISBURY-MA.GOV)  
[www.westtisbury-ma.gov](http://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:	Phebe Bates	Date:	12/15/23
PO Box 279	West Tisbury MA	02568	
Address (mailing) # and Street	City and State	Zip Code	
41 Rogers Farm Rd	Vineyard Haven MA	02568	
Address (physical) #and Street	City and State	Zip Code	
774-454-7093	phebe.bates@gmail.com		
Telephone (home)	Telephone (cell)	E-Mail Address	

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

How did you hear about this position? MVTimes

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	MVRHS	
College	USM and Unity College	N/A
Graduate School		
Trade, Business, night courses		
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 01/03/2028

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	*	
Knowledge of Spreadsheets	*	
Knowledge of Databases	*	
Automated Accounting System Knowledge	*	
Bookkeeping Knowledge	*	
Typing/Keyboarding		*

**VI. Special Skills.** Please list any other skills or abilities you feel are relevant:  
Many years of hands on animals experience both large and small.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 Cathy Wood Address 3 Llewellyn Way, Edg  
Telephone 508-989-4969 Title Landscaper  
Supervisor Dates Worked 2019  
Reason for Leaving Health  
Description of Primary Duties: Garden bed maintenance, planting, pruning, customer relations  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Mahoney's Osterville Address 2929 MA-28, Osterville  
Telephone 508-420-4428 Title Perennial Supervisor  
Supervisor David Dates Worked 2016-2018  
Reason for Leaving Moved  
Description of Primary Duties: Organization of stock, ordering, unloading trucks and inventory, customer service and general labor  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Address  
Telephone Title  
Supervisor Dates Worked  
Reason for Leaving  
Description of Primary Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

Karen Ogden		508-958-1267	
Name	Address	Phone	Title
Julia Humphreys		508-696-7112	
Name	Address	Phone	Title
Kate Poole		774-255-0428	
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.

**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) Phebe Bates

Applicant Signature *Phebe Bates*

Date: 12/15/2023



Phone: 774-454-7093

E-mail: [phebe.bates@gmail.com](mailto:phebe.bates@gmail.com)

## **Phebe Bates**

41 Rogers Farm Rd.

PO Box 279

Vineyard Haven, MA 02568

### **Employment**

2009-Present

West Tisbury, MA

#### **Self Employed**

Dog Training and Care Giving

Pet/House Sitting

House Cleaning

Garden Maintenance

Spring 2019- December 2019

Edgartown, MA

#### **Chase and Wood, Inc.**

Planting

Pruning

Bed Maintenance

Spring 2016- August 2018

Osterville, MA

#### **Mahoney's Garden Centers**

Perennial Supervisor

Plant Ordering and Inventory

Customer Service

Plant Maintenance

Organization of Stock

Unloading Trucks and Inventory

General Nursery Labor

April 2014-December 2015

Edgartown, MA

#### **Donaroma's Nursery & Landscape**

Customer Service

Plant Maintenance

Organization of Stock

Unloading Trucks and Inventory

General Nursery Labor

Potting

Planters

Deliveries

April 2011- March 2013

West Tisbury, MA

#### **Vineyard Gardens**

Landscaping  
Customer Service  
Production  
Plant Maintenance  
Deliveries

June 2009- September 2009                      Oak Bluffs, MA

**Goodship Lollipop**  
Cashier  
Stock Pricing  
Shipment Inventory

2007-2009    Edgartown, MA

**Herring Creek Farm**  
Landscaping  
House Cleaning and Maintenance  
Babysitting  
Gardening  
Property Maintenance  
Fence Maintenance

**Education**

2011-2012    Unity, ME  
**Unity College**  
Captive Wildlife Care and Education

2009-2011    Gorham, ME  
**University of Southern Maine**  
Environmental Science  
Biology

2005-2009    Oak Bluffs, MA  
**Martha's Vineyard Regional High School**

**References**    Available upon request.