

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Circulation Assistant

JOB CLASSIFICATION: Circulation Assistant, Grade 2

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

MV Times, Vineyard Gazette, town website 6/9-6/23

APPLICATIONS RECEIVED: Charles Maury de Geofroy, Nia Dubon-Robinson, John
Girouard, Teresa A. Kominers
(Attach originals)

APPLICANT SELECTED: John Girouard

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

Laura Hearn Laura Coit, Rachel Rooney,

Official Start Date of Hire: 6/23/2022

STARTING SALARY: GRADE 2 STEP 1 RATE \$21.47

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: John Girouard Date: 6/16/22
 Address (mailing) # and Street: 378 Broadway City and State: North Attleboro, MA Zip Code: 02760
 Address (physical) #and Street: 42 Windsor Drive City and State: Edgartown, MA Zip Code: 02539
 Telephone (home): (774) 225-9990 Telephone (cell): 214 nnhg@gmail.com E-Mail Address: 214 nnhg@gmail.com

II. Position applying For (Please specify position title or job category). PT circ assistant

How did you hear about this position? previous work experieng

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

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>North Attleboro High School, MA</u>	<u>Diploma</u>
College	<u>Curry College, Milton, MA</u>	
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 5/25/

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 <input type="checkbox"/>	Advanced Level <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	
Bookkeeping Knowledge		<input checked="" type="checkbox"/>
Typing/Keyboarding		<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 *BJA*

VII. Employment History (continued)

Employer	Vineyard Vines	Address	528 Legacy Place, Delham, MA
Telephone	(339) 204-1777	Title	Crew lead
Supervisor	Shawn Reilly	Dates Worked	May 24 th 2019 - May 2022
Reason for Leaving	focus on school		

Description of Primary Duties: see resume

Employer	Corry College	Address	1071 Blue Hills Ave, Milton, MA
Telephone	(617) 333-0500	Title	RA (resident assistant)
Supervisor	Jim Brennan	Dates Worked	2018 - 2022
Reason for Leaving	No longer attend Corry College		

Description of Primary Duties: see resume

Employer	West Tisbury Library	Address	1042 State Road, West Tisbury, MA
Telephone	(508) 693-3364	Title	Circ Assistant
Supervisor	Beth Kramer	Dates Worked	2015 - 2019, summers
Reason for Leaving			

Description of Primary Duties: see resume

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.

Name	Address	Phone	Title
Laura Coit	1042 State Road		
Rachel Rooney	1042 State Road		Reference Librarian
Laura Hearn	1042 State Road		Teen / YA Librarian

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) John Girouard

Applicant Signature [Handwritten Signature]

Date: 6/16/22

John M Girouard

42 Windsor Drive • Edgartown, MA 02539 • 774.225.9990 • jgirouar2017@students.curry.edu

EDUCATION

Curry College
Bachelor of Arts Degree
Major: Psychology

Anticipated Graduation Date: May 2022

RELEVANT COURSES

Abnormal Psychology
Psychoanalytic Psychology

Health Psychology
Research Methods

Psychological Tests
Counseling Theory

EXPERIENCE

West Tisbury Public Library, West Tisbury, MA

Circulation Assistant
2019

Summers from 2016 to

- Cataloging new books into the library system
- Removing old books from the system
- Shelving books according to the Dewey Decimal System
- Assisting patrons in finding books within the library
- Running activities for children and young adults
- Helping patrons with technological issues
- Retrieving sensitive documents from Town Hall
- Proficient in using the library computer system

Curry College, Milton, MA

Resident Assistant
December 2021

August 2018 to

- Communication with residents
- Resolving interpersonal conflict
- Creating, scheduling and orchestrating successful programs
- Installing artistic and informative bulletin boards monthly
- Writing official documents for the College
- Making rounds of the assigned area to ensure student safety

Vineyard Vines, Edgartown/Dedham, MA

Sales Associate, Crew Lead
2022

May 2019 to May

- Effective communication with a large staff
- Trusted with Safe and Alarm Codes
- Greeted and engaged customers in friendly conversation
- Handle customer transactions
- Write emails regarding daily business sent to the district
- Manage associate activity
- Recording and monitoring sales figures
- Responsible for opening and closing the store

SKILLS

Certificate in Screening and Assessment for Child Trauma
Certificate in Supporting Caregivers of Youth with Substance Use Problems

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Animal Control Officer

JOB CLASSIFICATION: Grade 5

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

Town Hall Posted May 31st
MV Times Ran 6/2 & 6/9

APPLICATIONS RECEIVED: Kathleen Hoffman
(Attach originals)

Heather Maciel

Chris West

APPLICANT SELECTED:
Kathleen Hoffman

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

All applicants were well known to the Board so
references were not called

Official Start Date July 18, 2022

**If this date changes contact the PB

STARTING WAGE: GRADE 5 STEP 3 RATE \$32.27

The Select Board voted to ask the Personnel Board to begin Ms. Hoffman at step 3. She has worked for us in the capacity of assistant for three year before being hired to be the full time ACO for the Town of Tisbury. Ms. Hoffman is fully certified as well as carrying additional certification as an animal cruelty inspector. She will be able to step into the job on day one with no need for a breaking in period. She is familiar with this town and our practices and has been working in the top capacity in another town since April of last year. We are lucky to have someone with all the appropriate training and certification to step into this position immediately.

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

PB/Job certification form
11/192009

**Town of West Tisbury
Animal Control Officer**

The Town of West Tisbury is seeking to hire an Animal Control Officer for a 35 hour/week benefited position. Qualified applicants must have a high school diploma, experience handling animals and a valid Massachusetts driver's license. Job duties include, but are not limited to, enforcing all relevant state statutes and town 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 physical conditioning is required as Officer may be chasing animals, climbing trees and handling large animals. Candidates for this position must have the ability to complete the State Animal Control Certification courses. All employees of the Town of West Tisbury must show proof of vaccination against COVID-19.

Hourly starting rate ranges from \$29.27-\$41.18, Application and job description can be found on the Town website at www.westtisbury-ma.gov, or by calling 508-696-0100. Resume & applications must be returned by June 16, 2022. EOE.

KATHLEEN HOFFMAN

654 State Road, West Tisbury, MA 02568 • 978-290-8055 • khoffman911@gmail.com

May 13, 2022

Town of West Tisbury

RE: Animal Control Officer

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Animal Control Officer position. I am highly motivated and progress-focused with a long-standing background with the Town of West Tisbury. My passion for this field, combined with my respect for your Town and my friend/mentor Tony, make me eager to get on board. I honestly believe that this job is what I was meant to do. It's the perfect match for my skills, experience and interests.

My previous experience working as Assistant West Tisbury Animal Control Officer for Tony Cordray, gave me a huge amount of experience for your Town and the opportunity to attend the ACOAM to become certified. Throughout the course of my career, I have strived to perfect my local ordinance compliance and animal control abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. My skills are current and I am up-to-date on the latest in the industry. My priority is to guarantee continuity within the department and an easier transition to someone new after losing such a valued team member.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Kathleen Hoffman

KATHLEEN HOFFMAN

654 State Road, West Tisbury, MA 02568 • 978-290-8055 • khoffman911@gmail.com

Professional Summary

Strong Animal Control Officer with 7 years of experience in municipal and commercial animal management. Background investigating domestic animal incidents. Dedicated to promoting the humane treatment of animals while maintaining public health and safety. Conscientious and personable with skill in working with difficult, shy, aggressive and withdrawn animals and committed to helping pet owners safely and humanely control their pets' behavior. Motivated Animal Control Officer looking to build upon skills and tackle new responsibilities as the Animal Control Officer in the West Tisbury area.

Accomplishments

- 2019 graduate of the Animal Control Officers Academy of Massachusetts
- Member of the Animal Control Officers Association of Massachusetts
- Certified Animal Inspector/Rabies Inspector
- Certified in animal First Aid and animal CPR
- Certified Professional Animal Cruelty Investigator

Skills

- Self-motivated
- Flexible
- Strong attention to detail
- Upbeat and energetic
- Works well outdoors
- Fit and healthy with exceptional stamina
- Extensive knowledge of MGL's & town by-laws related to animal control

Work History

Animal Control Officer, 04/2021 to Current

Town Of Tisbury – Tisbury, MA

- Investigated and gathered information regarding animal-related complaints.
- Prepared for prosecutions related to animal treatment and gave evidence in hearings.
- Responded to daily calls regarding animals & to enforce animal control regulations.
- Enforce laws and regulations, respond to citizen requests for assistance and provide public safety.
- Established and maintained effective working relationships with city staff leaders, outside organizations and general public to provide optimal service .
- Completed detailed reports and required paperwork in a timely manner.
- Exceeded goals through effective task prioritization and great work ethic.
- Worked flexible hours across night, weekend and holiday shifts.

Assistant Animal Control Officer, 05/2018 to Current

Town Of West Tisbury – West Tisbury, MA

- Investigated and gathered information regarding animal-related complaints.
- Responded to daily calls regarding animals & to enforce animal control regulations.
- Enforce laws and regulations, respond to citizen requests for assistance and provide public safety.
- Established and maintained effective working relationships with city staff leaders, outside organizations and general public to provide optimal service .
- Completed detailed reports and required paperwork in a timely manner.
- Exceeded goals through effective task prioritization and great work ethic.

Recovery Specialist, 07/2018 to Current

Gosnold On Cape Cod – Falmouth, MA

- Performed various administrative functions, including documentation, filing paperwork, office cleaning and bookkeeping.
- Completed required documentation in timely manner.
- Provided support to clients with drug and alcohol abuse issues.
- Observed and monitored client behavior and responses to treatment.
- Mediated conflicts within the community to clarify and resolve underlying issues.
- Worked with management to resolve any problems, improve operations and provide exceptional customer service.
- Supervised and guided new employees on daily tasks and responded quickly to questions, which improved understanding of job responsibilities.

Education

Criminal Justice/Psychology

Salem State University - Salem, MA

High School Diploma: 1992

Nazareth Academy - Wakefield, MA

TOWN OF WEST TISBURY

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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: Kathken E. Hoffman Date: 6/1/22
654 State Rd Vineyard Haven MA 02568
 Address (mailing) # and Street City and State Zip Code
654 State Rd West Tisbury MA 02575
 Address (physical) #and Street City and State Zip Code
978-290-8055 Telephone (home) Khoffman911@gmail.com Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Animal Control Officer

How did you hear about this position? word of mouth

Have you ever been employed by the Town of West Tisbury When? What department?
yes. Animal control

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>Nazareth Academy Wakefield</u>	<u>diploma</u>
College	<u>Salem State, Salem MA</u>	
Graduate School		
Trade, Business, night courses		
Military Service, Other Training	<u>ACOAM 2019</u>	<u>certificate</u>

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 _____

What other valid licenses or certificates do you possess? ACOAM Certificate, Animal Inspector certification, CPR

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		<input checked="" type="checkbox"/>
Bookkeeping Knowledge	<input checked="" type="checkbox"/>	
Typing/Keyboarding		<input checked="" type="checkbox"/>

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

I have the ability to think under pressure, adapt to changing situations and command control of situations. I am a certified professional animal cruelty investigator.

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) *Pls see attached resume*

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

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

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.

Name	Address	Phone	Title
Bradley Cortez	PO BOX 1513 West Tisbury	508- 726-0794	WT Police Officer
Amanda Roman	Falmouth MA	404- 514-4536	Recovery Aide
Dayle Porter	Wareham MA	508- 364-2726	Lead Recovery Aide
Marieh Azari	Falmouth	508- 737-6447	R.N.

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.

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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) Kathleen Hoffman

Applicant Signature K. Hoffman

Date: 6/1/22