

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: PT WTAHC Administrator _____

JOB CLASSIFICATION: _____

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

_____ Town Office _____

_____ MV Gazette _____

APPLICATIONS RECEIVED:
(Attach originals)

_____ Josh Katz _____

_____ Wanda Higgins _____

_____ Samantha Davenport _____

APPLICANT SELECTED:
_____ Wanda Higgins _____

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

_____ Geoff Freeman, Airport Director _____

_____ Greg Jenkins, GM, Jet Blue _____

Official Start Date _____ 6/30/23 _____

**If this date changes contact the PB

STARTING WAGE: GRADE 6 _____ STEP 1 _____ RATE _____

APPROVED:



CHAIR, PERSONNEL BOARD/DATE

April 21, 2023

Dear West Tisbury, Affordable Housing Committee and Affordable Housing Trust,

It would be my honor to apply for the part-time Administrative Assistant position you are offering. I have a proven record of accomplishments in Administrative Customer Service and Supervision which have given me strong qualities in my work history that I am dedicated to.

I believe that I possess the qualities and specialized nature to doing it right - the way you would expect and demand that it be done. I genuinely enjoy being helpful to all individuals and understand the needs of our precious community. I am also a 32-year resident and homeowner of West Tisbury, who has a great understanding of just how important it is to find and keep a home. I am adept at dealing with all age groups, from young children to our valued senior citizens.

You will find me to be a resolute and persevering solutionist which allows me to respond appropriately during tight time constraints and when situations become chaotic as they often do. I believe that I would be the perfect hire for this position and hope that you will give me the opportunity to meet with you to discuss this further.

I can be reached at 508.962.7091 or via email at: wbhiggins62@outlook.com
I look forward to hearing from you.

Sincerely,
Wanda Blake Higgins
PO Box 177
West Tisbury, MA 02575-0177

Wanda Blake Higgins
PO Box 177, West Tisbury, MA - 508.962.7091
WBHIGGINS62@OUTLOOK.COM

OBJECTIVE To obtain the position of: Customer Service, Coordinator, Manager

SKILLS: CUSTOMER SERVICE EXCELLENCE - CREATIVITY - ORGANIZATION - DILIGENCE - CALM

EXPERIENCE

2015 - 2020 *Ross Aviation for JetBlue, MVY Airport - Martha's Vineyard, MA*

MVY Station Airport Operations Supervisor and Ground Security Coordinator

- Supervisor to Customer Service Crew at airport, Direct contact with System Operations, JetBlue leadership, General Aviation, Maintenance Control.
- Policies and procedures to include:
 - check-in and proper verification of customer's personal identification
 - booking, verification of flight reservations, completing flight arrivals
 - deplaning, preparation of planes for departure and coordinating boarding.
 - assisting with special needs and complying with any ad-hoc requests
- GSC duties include overseeing safety and security at MVY Airport

2010 - 2012 *Martha's Vineyard Teen Center/YMCA, Oak Bluffs, MA*

Direct Care Staff

- Supervised and directed teens in center activities to ensure full participation.
- Planned, prepared, and executed special events to engage teens in learning and exploring new activities and experiences
- Managed conflict resolution and modeled positive interactions.
- Ensured teens learn responsibility by assigning tasks and holding them accountable

2000 - 2010 *Ocean Park Realty Oak Bluffs / Century 21 Liberty, Quincy, MA*

Real Estate Agent

- Sought out properties appropriate for listing to build agency's client base.
- Prepared advertising to display properties, highlight features and benefits.
- Assessed client needs and selected homes that met their specific requirements.
- Scheduled and showed properties in timely fashion based on client availability.
- Communicated clearly and regularly with attorneys and lenders to ensure seamless processes.

1988 - 2000 *Martha's Vineyard Community Services, Oak Bluffs, MA*

Administrative Assistant/Switchboard Operator

- Manage incoming calls to switchboard; triage to appropriate agency/department.
- Plan/schedule meetings, dinners, and fundraising events for up to 150 people
- Prepare correspondence/mailings/calendars for agency events.
- Prepare monthly supply orders; manage volunteer schedule and books for Thrift Shop income.
- Assist Administrative Director as needed; ensure open communication with Board of Directors

EDUCATION

March 29, 2019

To whom it may concern,

It's my absolute pleasure to recommend Wanda Higgins for a leadership role with your company. Wanda and I have worked together in the aviation industry for many years.


I thoroughly enjoy my time working with Wanda, and have come to know her as a truly valuable asset to any team. She is honest, dependable, and incredibly hard-working. Beyond that, she is an impressive problem solver who is always able to address complex issues with confidence. Wanda is inspired by challenges, and never intimidated by them.

Along with her undeniable talent, Wanda has always been an absolute joy to work with. She is a true team player, and always manages to foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend Wanda to join your team. As a dedicated and knowledgeable employee and an all-around great person, I know that she will be a beneficial addition to your organization.

Please feel free to contact me at 508-693-7022 ext. 203 should you like to discuss anything further.

Best Regards,



Geoffrey R. Freeman
Acting Airport Director
Martha's Vineyard Airport

References

Alexander Graham Bell
Retired CSA agent for Piedmont Airline
bellalexander@sbcglobal.net
501-833-0892 cell

Lee Fleming
Cape Air Customer Service
Lamlaf@aol.com
781-942-0700 cell

Geoff Freeman
Martha's Vineyard Airport
gfreeman@mvairport.com
508-693-7022

Greg Jenkins
General Manager
JetBlue Airways - ACK, HYA, MVY, ORH, PVD
401-773-2400 ext. 1203206
347-404-8617 work cell
greg.jenkins@jetblue.com

Jorge Rivera
Former Duty Manager – ACK, HYA, MVY, ORH & PVD
375 Airport Drive – Worcester Regional Airport
Worcester, MA 01602
401-297-1749 cell

Natasha Taylor
Former Nantucket & Martha's Vineyard Station Airport Operations Supervisor
mvntaylor@gmail.com
203-909-8292 cell

Kerry Thompson
American Airline
kearlthompson@gmail.com
215-909-2728

TOWN OF WEST TISBURY

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www.westtisbury-ma.gov

An Equal Opportunity Employer

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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: Wanda Blake Higgins

Date: 04/26/2023

P.O. Box 177	West Tisbury, MA	02575
Address (mailing) # and Street	City and State	Zip Code
251 Great Plains Road	West Tisbury, MA	02575
Address (physical) #and Street	City and State	Zip Code
508-63-0817	508-962-7091	wbhiggins62@outlook.com
Telephone (home)	Telephone (cell)	E-Mail Address

Affordable Housing Committee

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

How did you hear about this position? MV TIMES

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	New Bedford High School	
College	UMass Dartmouth	Incomplete BA Sociology
Graduate School		
Trade, Business, night courses	continuing Education towards degree	
Military Service,		
Other Training		

VII. Employment History (continued)

Employer Ross Aviation for JetBlue MVY Address 730 Barnstable Road, Hyannis, MA 02601
 Telephone 508-771-7520 Title Airport Operations Supervisor, MVY
 Supervisor Kevin Bradley 617-981-0030 Dates Worked May 2015 - Nov 2020
 Reason for Leaving My Safety and Security Concerns

Description of Primary Duties: Supervised Crewmembers, Scheduling, Payroll,
 Direct communication with Flight and System Operation, JetBlue Leadership, Maintenance
 Control, and General Aviation, Maintained Bin and Fuel Logs, JetBlue Billing, and managed
 customer service, including rebooking flights, accommodations for cancelations, mishandled baggage, etc.

Employer Ocean Park realty Address 49 Circuit Ave, OB, MA 02557
 Century 21 Liberty 1212 Hanck St, Quincy, MA 02169
 Metropolitan Boston Real Estate 297 Newbury Street, Boston, MA 02115
 Telephone 508-693-4210 Permanently closed 617-472-9070 Title Real Estate Sales Agent
 617-425-6300
 Supervisor Alan Schwisart, Principal/Owner July 2000 - Sept 2002
 Geri Edgren, Principal/Owner March 2003 - July 2005
 Michael Albano, Principal/Owner Aug 2005- June 2007
 Reason for Leaving 1. moved off Island 2. relocated mother-in-law health 3. returned home economy

Description of Primary Duties: Researched, staged, and listed properties for seller, showed properties to
 buyers within their needs and guidelines. Escorted building and smoke inspectors, Prepared sales offers,
 Purchase and Sales Agreements, and supervised real estate sales closings.
 (This area in time spans 12 years from 2000 including 2007 - 2012 when I worked many referral sales and rentals)

Employer Martha's Vineyard Community Services, Inc. Address 101 EDG - VH Road, Oak Bluffs, MA 03557
 Telephone 508-893-7900 Title Switchboard Operator and Administrative Assistant
 Supervisor Bernadette LaPorte (retired) Dates Worked Nov 1988 - Aug 2000
 Reason for Leaving career change to real estate

Description of Primary Duties: Manage incoming calls to switchboard; triage to appropriate agency departments.
 Plan/schedule meetings, dinners, and fundraising events for up to 150 people. Prepare correspondence/mailings/calendars for
 agency events. Prepare monthly supply orders; manage volunteer schedule and bookkeeping for Thrift Shop income.
 Assist Administrative Director as needed; ensure open communication with Board of Directors.

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) Wanda Blake Higgins

Applicant Signature 

Date: 04/26/2023

April 21, 2023

Good Afternoon,

Hello, my name is Samantha Davenport and attached you will find my resume for the desired position of Assistant Housing Committee Assistant. I have lived on Martha's Vineyard for almost 20 years with my now grown children in housing and in those years have seen the needs grow and change.

As you review my resume you will find that I spent 10 years as the case worker for Human Services at the Dukes County jail, and as the case worker I had a large role in working with state and local agencies, requiring pertinent information and correspondence as well as being inspected by the State on records kept by me. Following the previous position of a case worker, I took a position as an Assistant Property Manager where I did more than the position states but continuing with accurate record keeping and correspondence and as you might know keeping up with changes in housing laws for the elderly.

The position you have advertised is within my experience and I would love an opportunity to further discuss it as well as hear more about the position and how I can contribute with what I have learned. Please do not hesitate to contact me wither by email: samanthacdavenport@gmail.com or my cell: 1-646-431-7718 at anytime. Thank you for any consideration and I do look forward to hearing from you.

Respectfully,

Samantha Davenport

Samantha C. Davenport
P. O. Box 471
Edgartown, MA 02539
646-431-7718
samanthacdavenport@gmail.com

Experience:

MV Seacoast Properties
Office Assistant

Sept. 2018–Dec. 2021

Administrative projects included but not limited to correspondence and mailings, general office duties and soft openings for owners and prospective buyers requiring light housekeeping and maintenance coordination.

Island Elderly Housing, Inc.
Site Manager/Hillside Village

Dec. 2016–April 2018

General monthly U. S. D. A deadline financial reports and monthly waitlist summaries for all pending 1 and 2-bedroom apartment applications. Annual, monthly and quarterly apartment inspections as directed by government standards with the director of maintenance and executive director. Annual recertification of all current residents which included updating financial data, individual expenses and primary income sources. Energy auditing through Eversource, weekly staff meeting with the financial director and management staff. Maintaining tenant records, maintenance request logs, collecting and logging monthly rents, reasonable accommodations and minor banking.

Dukes County Sheriff's Office
Case Worker of Human Services/Deputy Sheriff

Oct. 2006–Nov. 2016

Working under the supervision of the Assistant Deputy Superintendent of Human Services; Intake on pre-trial detainees and sentenced individuals, folder and demographic compilation as required by the Department of Corrections which was subject to annual inspections. Liaison to sober treatment and halfway house facilities by arranging treatment through court mandate and parole decision. Interim for female officers for searches and transport to courts and other outside facilities. Assisting inmates with in-house attorney/client phone calls and visits, working with the Department of Social Services and pastor/clergy communication.

Beth Israel Medical Center
Department Secretary/Heart Institute

Aug. 1999–Nov. 2003

Transcribing echocardiogram reports by referencing medical terminology and coding for cardiology and medical reports. Scheduling echo appointments with technicians then coordinating follow up appointments with cardiologists. Heavy phone detail, insurance and referral verification, worker's compensation. Corresponding reports with medical staff and outside facilities.

References furnished upon request

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: Samantha Davenport Date: 4/21/23
P.O. Box 471 Edgartown, MA 02539
 Address (mailing) # and Street City and State Zip Code
565 Edgartown-West Tisbury Rd West Tisbury 02575
 Address (physical) #and Street City and State Zip Code
646-431-7718 Telephone (home) Telephone (cell) Samanthadavenport@gmail E-Mail Address

II. Position applying For (Please specify position title or job category). Affordable housing Committee Asst

How did you hear about this position? West Tisbury website

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>Satellite Academy NYC, NY</u>	<u>Diploma</u>
College	<u>John Jay College</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 11/29/24

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"/>	<input type="checkbox"/>
Knowledge of Spreadsheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of Databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automated Accounting System Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bookkeeping Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Typing/Keyboarding	<input checked="" type="checkbox"/>	<input 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	MV Seacoast	Address	31 N. Summer Street Edgartown, MA
Telephone	508-737-8550	Title	office Asst.
Supervisor	Stephanie Burke	Dates Worked	9/2018 - 12/2021
Reason for Leaving	Worked as needed		
Description of Primary Duties: Correspondence and mailings, phones, general office duties and soft openings.			

Employer	Island Elderly Housing, Inc.	Address	149 Main Street Edgartown, MA
Telephone	508-693-5880	Title	Site Manager
Supervisor	Jessica Dueño	Dates Worked	12/2016 - 4/2018
Reason for Leaving	Employee at will.		
Description of Primary Duties: Monthly U.S.D.A financial reports and waitlist summaries. Apartment inspections and recertifications, energy auditing, maintenance request logs, rentals and banking.			

Employer	Dukes County Sheriff's office	Address	149 Main Street Edgartown, MA
Telephone	508-627-5173	Title	Case Worker Deputy Sheriff
Supervisor	Sterling Bishop	Dates Worked	10/2009 - 11/2016
Reason for Leaving	Vested after 10 years		
Description of Primary Duties: Intake on pre trial and sentenced detainees, folder and demographic compilation, interim for female officers, transport			

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
Stephanie Burke	3 Bankers Way	508-737-8550	Bidker
Jessica Dueño		631-836-3882	Property Mgr
Matt Splittgerber		508-338-7921	Pastor
Cynthia Silva-Higham		508-274-6262	Human Resource

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.

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- 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) Samantha Davenport
Applicant Signature 
Date: 4/21/2023

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Circulation Assistant Substitute

JOB CLASSIFICATION: Circulation Assistant Substitute, Grade 2

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

MV Times June 1st-16th 2023

Vineyard Gazette Dec. 1st-16th 2023

APPLICATIONS RECEIVED: Marcia Borges, Peter Koszuta, Elizabeth R. Hirshberg, Thorpe
Karabees, Jeanever Lavasta, Lily Crowell.

(Attach originals)

APPLICANTs SELECTED:

Lily Crowell.

*aka Dewa Ayu Made
Meliyawati*

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

Scott Goldin, Lindsey Scott

Official Start Date of Hire: 6/23/2023

STARTING SALARY: GRADE 2 STEP 1 RATE 21.99

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

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I. Contact Information.

Name: Dewa Ayu Made Melyawati Date: 6/7/23

2 Beach Rose Way Aquinnah, MA 02535
Address (mailing) # and Street City and State Zip Code

2 Beach Rose Way Aquinnah, MA 02535
Address (physical) #and Street City and State Zip Code

603-502-0340 llycnowell04@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). PT Circulation Assistant substitutes

How did you hear about this position? Friend

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	SMAN 5 DPS, Bali, Indonesia	HS Diploma
College	UNDIKNAS DPS, Bali, Indonesia	Bachelor
Graduate School		
Trade, Business, night courses		
Military Service, Other Training		

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.

Scott Goldin	Edgartown	617-512-8060	
Name	Address	Phone	Title
Lindsey Scott	Chilmark	508-648-1353	
Name	Address	Phone	Title
Wenonah Maddison	West Tisbury	508-939-1711	
Name	Address	Phone	Title
Name	Address	Phone	Title

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X. Employment of Minors.

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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) Dewa Ayu Made Melyawati

Applicant Signature 

Date: 6/1/23

2 Beach Rose Way, Aquinnah, MA 02535

Dewa Ayu Made Melyawati
“Aka Lily Crowell”

(603) 502-0340 mobile

lilycrowell04@gmail.com

Experience Summary

Martha's Vineyard Public Charter School - September 2022 to present
Physical Education Teacher K-10

Martha's Vineyard Public Charter School - February 2019 to 2022
Teacher Assistant Grades 1 & 2

Chilmark Community Center - Summer 2020
Tennis Pro and Office Tennis Staff

Chilmark Public Library - Summer 2019
Part time

Chilmark Preschool, Martha's Vineyard - September 2018 to February 2019
Teacher Assistant

Martha's Vineyard Public Charter School - September 2017 to June 2018
Kitchen Assistant

7a Foods, Martha's Vineyard - 2016 to 2017
Counter Server

Pandan Bali Handicrafts, Bali Indonesia - 2014 to 2015
Part Owner / Operator

Stay Uluwatu, Bali Indonesia - 2012 to 2014
Part Owner / Legal Consultant

Jiwa Juice Internet Cafe and Deli, Bali, Indonesia - 2007 to 2010
Owner / Operator

Event Catering, Martha's Vineyard - Summer 2004
Server

Jiwa Juice Internet Cafe and Deli, Bali, Indonesia - 2003 to 2004
Manager

Cultural work exchange in Miye-Ken, Japan - 2001 to 2003
Traditional Balinese dancer

Rip Curl Surf Shop, Bali, Indonesia - 1998 to 2000
Manager

Education and Training

Credential Summary 2022
Spantran Evaluation Company
Total U.S Credits and Cumulative GPA 137.50 / 3.68

Undiknas University, 2015
Bali, Indonesia
BA, Legal Science, Concentration in Indonesian Business Law

SMA N 5 Denpasar (5 Denpasar High School). 1997
Bali, Indonesia

Additional Training

Miss Hits Tennis Course
PTR - April 2022

2 Beach Rose Way, Aquinnah, MA 02535

Dewa Ayu Made Melyawati
“Aka Lily Crowell”

(603) 502-0340 mobile

lilycrowell04@gmail.com

Tennis Instructor
PTR Certified - 2021 to present

ENL 101 Course
Completed 3 Credits - Spring 2021

SafeSport Certification
U.S. Center for SafeSport Trained - 2020 to present

ENL 108 Course
Completed 3 Credits - Summer 2020

ECE 101 Course
Completed 3 Credits - Spring 2018

ServSafe Certification - March 2018

Certificate of Successful Completion - Feb 2018
PESI Trauma Informed Compassionate Classrooms: Strategies to Reduce Challenging Behavior, Improve Learning Outcomes and Increase Student Engagement

ACEMV, Martha's Vineyard,
QuickBook Courses - Fall 2016

Dewa Ayu Made Melyawati
2 Beach Rose Way, Aquinnah, MA
(603) 502-0340
lilycrowell04@gmail.com

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.



Last Name Meloyawasi First Name Denia MI

Date of birth 6/25/79 Patient number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	Pfizer 03/11/21 MV Hospital Lot# EN6208 Exp 06/30/21	mm / yy	
2 nd Dose COVID-19	Pfizer 04/02/21 MV Hospital Lot# ER8737 Exp 07/31/21	mm / yy	
Other	Moderna 12/30/21 MVH Lot# 030H21B Exp3/23/22	mm / yy	
Other		mm / yy	

JT19R161E57M 20/03/20

Bring this vaccination record to every vaccination or medical visit. Check with your health care provider to make sure you are not missing any doses of routinely recommended vaccines.

Para obtener más información sobre el COVID-19 y la vacuna contra el COVID-19, visite www.cdc.gov/coronavirus/2019-ncov/index.html.

Puede notificar las posibles reacciones adversas después de la vacunación contra el COVID-19 al Sistema de Notificación de Reacciones Adversas a las Vacunas (VAERS) en vaers.hhs.gov.

COVID-19 vaccine
Vacuna contra el COVID-19

Other
Otra

SHAW...
PR...
PR...

yy dd mm

31 02 17

Reminder! Return for a second dose!
¡Recordatorio! ¡Regrese para la segunda dosis!

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Patrol Officer

JOB CLASSIFICATION: Patrol Officer

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

Martha's Vineyard Times (5/11/2023-5/25/2023)

Vineyard Gazette (5/12/2023-5/26/2023)

APPLICATIONS RECEIVED: (1) Noah Stobie
(Attach originals):

APPLICANT SELECTED: Noah Stobie

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

Ryan Rossi, Darren Welch, Edward Andressen

Official Start Date of Hire: ASAP

STARTING SALARY: GRADE 6 STEP 1 RATE \$32.20

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

PB/Job Certification Form
11/192009

Real Estate
Lease/Rent
Wanted
for Sale



FRIDAY, MAY 12, 2023

ADVERTISING RATES

7-4311

inevardgazette.com



FULL TIME POLICE OFFICER

The West Tisbury Police Department is currently accepting applications for the position of Full Time Police Officers. Full time M.P.T.C. Academy trained preferred, and are or conform to be certified as a Massachusetts police officer as defined by the Peace Officer Standards and Training (POST) requirements as outlined through the Massachusetts Police Training Committee. Must be at least 21 years of age, able to obtain a valid MA driver's license, and must be able to obtain a license to carry firearms. Applicants must be free of any physical disability that would prevent them from performing all the essential job functions of a police officer.

Present salary range is \$77,235.12-\$108,680.40, with a full benefit package including education incentive program, and shift differentials. Applicants must have a high school diploma or equivalent, Associates degree or higher preferred.

Essential Functions: Enforce all Massachusetts laws, local laws and bylaws within the police area of responsibility.

Applications and full job description can be obtained by mail, picked up in person, or by email at WTPD@WT-PD.com, during business hours Monday-Friday 9:00AM-5:00PM.

Deadline for completed applications must be received by May 29th, 2023 by 4:00PM.

Police Officer Recruitment
West Tisbury Police Department
PO Box 520
454 State Road
West Tisbury, MA 02575
(508)693-0020
WTPD@WT-PD.com

The Town of West Tisbury is an Equal Opportunity Employer.



COMMUNITY SERVICE OFFICER

The West Tisbury Police Department is currently accepting applications for Community Service Officer. Must be at least eighteen years of age and be able to obtain a valid Massachusetts driver's license. Applicants must be free of any physical disability that would prevent them from performing all the essential job functions of a Community Service Officer.

This position provides support for the Police Department by acting as an unarmed foot patrol officer with a primary responsibility for the coordination of traffic and safety at various locations throughout West Tisbury.

Duties and Responsibilities: Direct and control pedestrian and vehicular traffic, enforce parking regulations, enforce non-criminal town by-laws, assist the public with questions and general information, respond to non-hazardous calls for service, recover and log found property, assist at special events, provide CPR and first aid as necessary.

CSO's must follow department policies, rules and regulations and adhere to the standards of professional conduct required of regular police officers.

Starting wage \$25.25 an hour.

Applications and full job description can be obtained by mail, picked up in person, or by email at WTPD@WT-PD.com during business hours Monday-Friday 9:00AM-5:00PM.

Deadline for completed applications must be received by May 29th, 2023 no later than 4:00PM.

Physical Address: 454 State Road West Tisbury, MA 02575

Community Service Officer Recruitment
West Tisbury Police Department
P.O. Box 520
454 State Road
West Tisbury, MA 02575
(508)693-0020

WTPD@WT-PD.com

Town of West Tisbury is an Equal Opportunity Employer.

Ad Text

West Tisbury Police Department Full Time Police Officer The West Tisbury Police Department is currently accepting applications for the position of Full Time Police Officers. Full time M.P.T.C. Academy trained preferred, and are or conform to be certified as a Massachusetts police officer as defined by the Peace Officer Standards and Training (POST) requirements as outlined through the Massachusetts Police Training Committee. Must be at least 21 years of age, able to obtain a valid MA driver's license, and must be able to obtain a license to carry firearms. Applicants must be free of any physical disability that would prevent them from performing all the essential job functions of a police officer. Present salary range is \$77,235.12-\$108,680.40, with a full benefit package including education incentive program, and shift differentials. Applicants must have a high school diploma or equivalent, Associates degree or higher preferred. Essential Functions: Enforce all Massachusetts laws, local laws and bylaws within the police area of responsibility. Applications and full job description can be obtained by mail, picked up in person, or by email at WTPD@WT-PD.com, during business hours M-F 9am-5pm. Deadline for completed applications must be received by May 29 th, 2023 by 4:00PM. Police Officer Recruitment West Tisbury Police Department PO Box 520 454 State Road West Tisbury, MA 02575 (508) 693-0020 WTPD@WT-PD.com The Town of West Tisbury is an Equal Opportunity Employer.

MV Times

5/11/23 (2 weeks)

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE:

Summer Supervisor

JOB CLASSIFICATION:

Summer Program Director

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

MT Times

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED:

Randy Fauteux

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

rehire

Official Start Date of Hire:

5/15/23

STARTING SALARY: GRADE

7 STEP 2 RATE \$ 27.83

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
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: Randall Fautevx Date: 06/01/23
P.O. Box 680 Vineyard HAVEN, MA. 02568
Address (mailing) # and Street City and State Zip Code
40 SILVAN AVE Vineyard HAVEN, MA. 02568
Address (physical) #and Street City and State Zip Code
615 300-7633 Randall.k@tts55@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? Summer Supervisor 2022

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

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>MVRHS Oak Bluffs MA.</u>	<u>College Prep</u>
College	<u>Suffolk University Boston MA.</u>	<u>B.S. Communication</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 6/10/27

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

VII. Employment History (continued)

Employer	W.T. PARKS + Recreation	Address	Town Hall WEST Tisbury MA
Telephone	774-353-6387	Title	Summer Supervisor
Supervisor	PEGGY STONE	Dates Worked	Seasonal 2023 Summer
Reason for Leaving	N/A		

Description of Primary Duties: Supervisor of Basketball Camp
Sticker Shack, Lifeguard Program LCB
and Parking attendants LCB

Employer	Williamson County Park & Rec	Address	Franklin, TN
Telephone	615 294 8184	Title	Athletics Supervisor
Supervisor	John Fisher	Dates Worked	9/1/08 - 5/1/17
Reason for Leaving	Moved to MASS.		

Description of Primary Duties: oversee Basketball, volleyball
Fly Football and special event programs

Employer	Palm Beach County PARKS + REC	Address	Lake Worth, FLA
Telephone	561 714 0081	Title	Athletic Director
Supervisor	Mike Steele	Dates Worked	8/1/04 / 9/1/08
Reason for Leaving	Moved to TN		

Description of Primary Duties: oversaw Athletic department
youth + Adult athletic programs

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.

<u>Byron Bayne</u>	<u>Miami Fla.</u>	<u>202 577 0967</u>	<u>Football</u>
Name	Address	Phone	Title

<u>Kent Jackson</u>	<u>SANGUS MA.</u>	<u>617 285 1677</u>	<u>Director of Outdoor Leadership Program</u>
Name	Address	Phone	Title

<u>Kevin Nichols</u>	<u>Tisbury MA.</u>	<u>508 739 5573</u>	<u>Athletic Director</u>
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) Randall FAUTEUX

Applicant Signature Randall Fauteux

Date: 06/09/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Lifeguard

JOB CLASSIFICATION; "

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Peter Forrester

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

Official Start Date of Hire: 6/20/23

STARTING SALARY: GRADE 5 STEP 1 RATE 20.79

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
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: Peter Forrester Date: 6/20/03
PO BOX 2542 VH 02568
Address (mailing) # and Street City and State Zip Code
18 Old Oklahoma Rd VH Ma 02568
Address (physical) #and Street City and State Zip Code
508-500-9085 forrester@mvrfhs.org
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? friend

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>MVRFHS</u>	<u>degree</u>
College		
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 _____

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	<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

VII. Employment History (continued)

Employer	UTRSD (WTS)	Address	401 Old County Rd Wt, MA 02575
Telephone		Title	Teacher
Supervisor	Mary Boyd	Dates Worked	9/13 - Present
Reason for Leaving	Current		

Description of Primary Duties: Full Time Classroom teacher

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.

Lucy Leopold		978-505-7480	Teacher
Name	Address	Phone	Title
Kevin Cummings		978-884-4318	Teacher
Name	Address	Phone	Title
Tim Williamson		508 989 5493	Retired
Name	Address	Phone	Title
Jay Gale		774 863-8857	Business Owner
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) Peter Forrester

Applicant Signature Peter Forrester

Date: 6/26/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Li. Guard

JOB CLASSIFICATION; 11

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

MV Times

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED:

Sydney Brown

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

11 Maine

Official Start Date of Hire: 6/20/23

STARTING SALARY: GRADE 5 STEP 1 RATE \$20.79

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

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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: Sydney Brown

Date: 5/25/23

157 W Spring St Vineyard Haven MA 02568
Address (mailing) # and Street City and State Zip Code

" "
Address (physical) #and Street City and State Zip Code
774-563-3605 Sydneyb.27@yahoo.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? newspaper ad (MV Times)

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>Martha's Vineyard Regional High School</u>	<u>high school diploma</u>
College	<u>The University of Maine</u>	<u>undergraduate (in progress)</u>
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training		

VII. Employment History (continued)

Employer	University of Maine Student Recreation	Address	Hilltop Rd, Orono, ME 04473
Telephone	207-581-3482	Title	Lifeguard
Supervisor	Joshua Bridges	Dates Worked	Nov 2021 - May 2022 September 2022 - Dec 2022
Reason for Leaving	study abroad (college job)		

Description of Primary Duties: - guard and scan pool area
 - enforce pool rules - communicate with team members
 - attend regular employee trainings

Employer	University of Maine School of Economics	Address	5782 Winslow Hall, Room 206, Orono ME 04469
Telephone	207-581-3150	Title	Teaching Assistant
Supervisor	Thomas Wieden	Dates Worked	Sept. 2022 - Dec. 2022
Reason for Leaving	end of semester		

Description of Primary Duties: - assist professor during class
 - answer student questions
 - grade activities and tests
 - tutor in economics lab

Employer	Town of Tisbury	Address	115 High Point Ln, VH MA 02568
Telephone	508-696-4220	Title	Lifeguard
Supervisor	Kirk Metell	Dates Worked	Summer 2019 Summer 2020 Summer 2021 Summer 2022
Reason for Leaving	location, change in management, change in team members		

Description of Primary Duties: - guard and scan beach
 - enforce beach rules - communicate with team members
 - keep beach clean and free of hazards
 - keep swimmers out of channel

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.

Josh Bridges	joshua.b.bridges@maine.edu josbraces@maine.edu	207-581-3482	Asst. director for Fitness, Wellness and Instructional Programs
Kirk Metell		508-696-4220 207-581-3482	Director, Tisbury DPW
Denise Wilson		401-556-1070	former Aquatics (Coordinator), YMCA Martha's Vineyard
Name	Address	Phone	Title
Name	Address	Phone	Title
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.

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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.

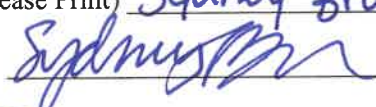
It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

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) Sydney Brown
Applicant Signature 
Date: 5/25/23

Certificate of Completion

Sydney Brown

has completed the requirements for
**Lifeguarding with CPR/AED For the
Professional Rescuer
First Aid
and Waterfront Skills**

conducted by

American Red Cross

Date Completed: **01/07/2023**

Valid Period: **2 Years**

Certificate ID: **013EGRD**



Scan code or visit:

<https://www.redcross.org/take-a-class/qrcode?certnumber=013EGRD>

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Lifeguard

JOB CLASSIFICATION; "

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: otis Forrester

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

Official Start Date of Hire: _____

STARTING SALARY: GRADE 5 STEP 1 RATE 20.79

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: Otis Forrester Date: 05/22/23
PO 2542 VH, MA 02568
Address (mailing) # and Street City and State Zip Code
18 Old Oklahoma RD VH, MA 02568
Address (physical) #and Street City and State Zip Code
508 566 9085 Otis forresterboat@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? A friend

Have you ever been employed by the Town of West Tisbury When? What department?
YES - 2021 - LCB Parking Attendant

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>MURHS OB, EVH RD 02571</u>	<u>JR.</u>
College		
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 X if yes, enter expiration date ___

What other valid licenses or certificates do you possess? American Red Cross Lifeguarding - CPR/AED/First Aid Cert. 10/15/22

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:

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	Town of West Tisbury	Address	1059 State Rd. WT, MA 02575
Telephone		Title	LCB Lot Attendant
Supervisor	Joe Schroeder	Dates Worked	6/21 - 9/21
Reason for Leaving	Seasonal		

Description of Primary Duties: _____

Employer	The Cove Golf and Grill	Address	386 State Rd. VT, MA 02568
Telephone	508 693 2611	Title	
Supervisor	Brook Katzen	Dates Worked	6/22 - 9/22
Reason for Leaving	Seasonal		

Description of Primary Duties: Custom Service

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.

Joe Schroeder		508 648 9027	
Name	Address	Phone	Title
Kane Araujo		508 509 7406	
Name	Address	Phone	Title
Mike Joyce			
Name	Address	Phone	Title
Lisa Harris		617-549-4454	
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: 16

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) Otis Forrester

Applicant Signature Otis Forrester

Date: 5/22/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Lifeguard

JOB CLASSIFICATION; 11

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Will Graff

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

Official Start Date of Hire: 6/17/23

STARTING SALARY: GRADE 5 STEP 1 RATE 20.79

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE:

Parking Lot Attendant

JOB CLASSIFICATION;

11

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

NU Times

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED:

Aeneas Forrester

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

first job

Official Start Date of Hire:

6/15/23

STARTING SALARY: GRADE

2 STEP 4 RATE 17.88

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
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PERSONNEL@WESTTISBURY-MA.GOV
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An Equal Opportunity Employer

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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: Agneas Forrester Date: 5/22/23
PO 2542 VT, Ma 02568
Address (mailing) # and Street City and State Zip Code
18 Old Oklahoma Rd. VT, Ma 02568
Address (physical) #and Street City and State Zip Code
508 560 7210 Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). LCB lot Attendant

How did you hear about this position? My Brother

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>West Tisbury School</u>	<u>8th Gr.</u>
College		
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 ___

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		
Knowledge of Databases		
Automated Accounting System Knowledge		
Bookkeeping Knowledge		
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

This will be my first job.

VII. Employment History (continued)

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.

Ellen Biskis		617 407 2512	
Name	Address	Phone	Title
John Walsh		774 563 0197	
Name	Address	Phone	Title
Roby Gurney		774 263 2768	
Name	Address	Phone	Title
Tim Williamson		508 989 5493	
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) Aeneas Forrester

Applicant Signature Aeneas Forrester

Date: 5/22/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Parking Lot Attendant

JOB CLASSIFICATION; "

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Rosie DeGregorio

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

Official Start Date of Hire: 6/15/23

STARTING SALARY: GRADE 2 STEP 4 RATE 17.88

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

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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: Nina (Rosie) Rose DeGregorio
Date: 05/06/2023

Address (mailing) # and Street	City and State	Zip Code
101 State Rd, Vineyard Haven, Massachusetts,	02568, PO Box 1680	

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

Telephone (home & cell) : 7745638657 E-Mail Address : rosie.degregorio.06@gmail.com

II. Position applying For (Please specify position title or job category): Parking lot attendant at Lamberts Cove

How did you hear about this position? A Friend

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	Martha's Vineyard Regional High School	Junior year - going into senior year
College		
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? No

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

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

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? currently do not have job, had school conflicts

VII. Employment History (continued)

Employer - Black Dog	Address - 3 Water St, Vineyard Haven, MA 02568
Telephone - <u>(508) 338-4440</u>	Title - Barista
Supervisor - Rhonda Backus	Dates Worked
Reason for Leaving	

Description of Primary Duties: cleaned, made coffee/drinks, took orders (food & drink)

Employer - RM Packer Co	Address - 199 Beach Rd, Vineyard Haven, MA 02568
Telephone <u>(508) 693-0900</u>	Title - tug boat crew
Supervisor - Randy Jardin	Dates Worked - november - january 2023
Reason for Leaving - just trying out something new, uncle let me work for a while as a favor, schedule conflicts with school	

Description of Primary Duties: crewed on boat, picked up and dropped off barges, handled with ropes and wires.

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.

Randy Jardin		5085609045	Captain of Tug boat
Name	Address	Phone	Title
Rhonda Backus		7745639178	Manager Black Dog
Name	Address	Phone	Title
David DeGregorio		5084710624	CEO take this bread
Name	Address	Phone	Title

Name	Address	Phone	Title
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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: 16

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.

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XIII. Signature.

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- 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) - Nina Rose DeGregorio
Applicant Signature - Nina Rose DeGregorio
Date: 05/06/2023

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Parking Attendant

JOB CLASSIFICATION; Parking Lot Attendant

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

Mv Times

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED:

Madison Fauth Elix

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

first job

Official Start Date of Hire: 6/20/23

STARTING SALARY: GRADE 2 STEP 4 RATE 17.88

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

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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: MADISON FAUTEUX Date: 5/22/23

9569 Clocktower Lane Columbia, MD. 21046
Address (mailing) # and Street City and State Zip Code

9569 Clocktower Lane Columbia, MD. 21046
Address (physical) #and Street City and State Zip Code

615 926 6400 Telephone (home) Telephone (cell) E-Mail Address LCB

II. Position applying For (Please specify position title or job category). PARKING IA Attendant

How did you hear about this position? FATHER / RANDALL FAUTEUX

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

III. Education N/A

School	Name, Address, City, State	Type of Degree
High School		
College		
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 ___

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		
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:

N/A

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 ___

N/A

VII. Employment History (continued)

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: _____	

N/A

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
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Name	Address	Phone	Title
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Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
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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: 14

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.

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XIII. Signature.

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- 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) MADISON FAUTEUX

Applicant Signature _____

Date: 5/23/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Parking Lot Attendant

JOB CLASSIFICATION; 1

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Jacoby Harris

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

Second Treasure

Official Start Date of Hire: 6/15/23

STARTING SALARY: GRADE 2 STEP 4 RATE 17.88

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

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PERSONNEL BOARD
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www.westtisbury-ma.gov

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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: Jacoby Harris

Date: 4/26/23

Po Box 2937
Address (mailing) # and Street

oak Bluffs MA 02557
City and State Zip Code

18 Linton ave
Address (physical) #and Street

oak Bluffs MA 02557
City and State Zip Code

508-696-5260
Telephone (home)

508-240-4799
Telephone (cell)

JacobyHarris@icloud.com
E-Mail Address

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

How did you hear about this position? Holden Graczykowski

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>MVRHS</u>	<u>Student</u>
College		
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 ___

What other valid licenses or certificates do you possess? N/A

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	none	
Bookkeeping Knowledge	✓	
Typing/Keyboarding	✓	

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

I have good social skills and am able to stay calm and deal with people while under pressure.

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 <u>Second Treasure</u>	Address <u>8 WNCAS ave</u> ^{Oak bluffs MA}
Telephone <u>850-293-4345</u>	Title <u>assistant</u>
Supervisor <u>John</u>	Dates Worked <u>11/19/22 - Present</u>
Reason for Leaving <u>still working.</u>	

Description of Primary Duties: I assist in moving merchandise and helping customers.

Employer <u>Ben and Bill's</u>	Address <u>20a circuit ave</u> ^{Oak bluffs MA}
Telephone <u>508-696-0008</u>	Title <u>Server/clerk/counter help</u>
Supervisor <u>Donna</u>	Dates Worked <u>4/30/22 - 9/1/22</u>
Reason for Leaving <u>End of season</u>	

Description of Primary Duties: I served customer and restocked.

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.

John	8 uncas ave	850-293-4345	Supervisor
Name	Address	Phone	Title

Donna	20a circuit ave	508-696-0008	Supervisor
Name	Address	Phone	Title

Name	Address	Phone	Title
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Name	Address	Phone	Title
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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: 15

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) Jacoby Harris

Applicant Signature Jacoby Harris

Date: 4/26/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Parking Lot Attendant

JOB CLASSIFICATION; 11

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES
Attach copy of ad):
W Time's

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Grady Stalgren

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

first job

Official Start Date of Hire: 6/15/23

STARTING SALARY: GRADE 2 STEP 4 RATE 17.88

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: Grady Statglen Date: 6/3/23

121 oak lane VH MA 02568
Address (mailing) # and Street City and State Zip Code

121 oak lane West tisbury
Address (physical) #and Street City and State Zip Code

508-697-4854 774 503 9322 gradymv@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Beach Parking attendant

How did you hear about this position? Friend

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>Murks - finishing 9th grade</u>	
College		
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 ___

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:

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 ___

N/A This is first job

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) Grady Stalgren

Applicant Signature Grady Stalgren

Date: 6/3/23

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
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Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
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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: 14

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.

VII. Employment History (continued)

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: _____

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Beach Sticker Seller

JOB CLASSIFICATION; 4

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Callie Brust

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

Curry Brower

Official Start Date of Hire: _____

STARTING SALARY: GRADE 3 STEP 1 RATE 16.31

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD

P.O. BOX 278

WEST TISBURY, MA02575

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.

Callie Brust 5/14/23
Name Date

9400 Miranda Dr. Raleigh, NC 27617
Address (mailing) # and Street City and State Zip Code

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

919-904-2569 calliebrust@yahoo.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? Family Member

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	Leesville Rd High ^{Raleigh,} NC	Diploma
College	UNC Charlotte ^{Charlotte,} NC	BA of Education
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 10/21/23

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

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

Customer service

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

Employer

Wake County Public
Schools

Address

Raleigh, NC

Telephone

919-856-7737

Title

Teacher/Librarian

Supervisor

Curtis Brower

Dates Worked

10/18 - Present

Salary Received

Reason for Leaving

N/A

Description of Primary Duties: 10/18 - 6/22 4th Grade
Teacher, 8/22 - Present Librarian

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.

Allison Carey	Raleigh, NC	919-632-2163	Teacher
Name	Address	Phone	Title

Ann Poisson	Raleigh, NC	919-327-8468	Teacher
Name	Address	Phone	Title

Sarah Putnam	Raleigh, NC	919-607-3683	Teacher
Name	Address	Phone	Title

Name	Address	Phone	Title
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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: N/A

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.

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- 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) Callie Brust

Applicant Signature Callie Brust

Date: 5/14/23

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Beach sticker seller

JOB CLASSIFICATION; "

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Mitchell Dyer

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

Jay Diaz

Official Start Date of Hire: 6/19/23

STARTING SALARY: GRADE 2 STEP 1 RATE \$ 16.31

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

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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: Mitchell Dyer Date: 06/20/23
654 LAKE ROYALE LOUISBURG, NC 27549
Address (mailing) # and Street City and State Zip Code
533 Sagamore Dr. LOUISBURG, NC 27549
Address (physical) #and Street City and State Zip Code
N/A 919-892-4197 MitchellD1400@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Beach sticker seller

How did you hear about this position? Callie Brust

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>ADMHS 1420 Athens Dr. Raleigh, NC</u>	<u>HSD</u>
College		
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 11/19/29

What other valid licenses or certificates do you possess? N/A

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:

Communication, customer service

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	Doordash	Address	N/A
Telephone	(855)431-0459	Title	Dasher
Supervisor	N/A	Dates Worked	6/22-6/23
Reason for Leaving	still employed		
Description of Primary Duties:	Deliver food or otherwise safely to clients in a reasonable time-frame		

Employer	Shyft Moving	Address	382 NE 191 st St
Telephone	N/A info@shyftmoving.com	Title	Sales Rep
Supervisor	HUGO	Dates Worked	2/1-6/1 2022
Reason for Leaving	Did not fit professional needs		
Description of Primary Duties:	Connect with potential clients via video call and help them make the best decision for their needs.		

Employer	XXXX Halo Cleaning	Address	N/A
Telephone	919-892-4197	Title	CEO
Supervisor	N/A	Dates Worked	1/1/20-1/31/22
Reason for Leaving	Not enough business		
Description of Primary Duties:	Operate and ensure customer satisfaction @ operations of cleaning business.		

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.

Jay Diaz	NC	910-366-6274	Manager
Name	Address	Phone	Title
Josh Britt	NC	919-815-4535	Developer
Name	Address	Phone	Title
Christian Fowler	NC	919-931-0642	CEO
Name	Address	Phone	Title
Vishesh Gundappa	NC	919-523-0349	Manager
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) Mitchell Dyer

Applicant Signature 

Date: 6/20/23

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Basketball Instructor

JOB CLASSIFICATION; Recreation Instructor

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

MV Times

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED:

Nate Storj

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

rehire

Official Start Date of Hire:

6/15/23

STARTING SALARY: GRADE

5 STEP 3 RATE 22.92

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

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I. Contact Information.

Name: Nate Story

Date: 4/15/23

<u>120 North William Street Vineyard Haven, MA</u>	<u>02569</u>
Address (mailing) # and Street	City and State Zip Code
<u>PO BOX 3001 Oak Bluffs, MA</u>	<u>02557</u>
Address (physical) # and Street	City and State Zip
Code <u>508-693-5504</u>	<u>781-320-2444</u>
Telephone (home)	Telephone (cell) E-Mail Address
	<u>natestory9@gmail.com</u>

II. Position applying For (Please specify position title or job category). Basketball camp Instructor

How did you hear about this position? I have had it the last two years.

Have you ever been employed by the Town of West Tisbury When? What department?
Yes, I have been employed for the last two summers in the basketball camp instructor position.

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>Martha's Vineyard Regional High School</u>	
College		
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 11/30/2026

What other valid licenses or certificates do you possess? Just a High School ID.

Special Skills (If applicable). Check the column that you feel best describes your skill level:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		
Knowledge of Spreadsheets		
Knowledge of Databases		
Knowledge of Accounting System		
Typing Knowledge		
Keyboarding		

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

I have been playing basketball for my whole life started on varsity both my sophomore and junior year. And I will now be the captain of the team for my senior season next year.

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.

Do you wish to contact your present employer? Yes No

II. Employment History (continued)

Employer Alex McCluskey	Address
Telephone 774-563-8485	Title Manager at the Locker Room
Supervisor The Locker Room	Dates Worked Summer 2020, 21, and 22. (June - August)
Reason for Leaving Still working there	

Description of Primary Duties: I have been the manager for the locker room for the past three summers and plan on continue working here this summer. At this job I do everything from running the cashier to folding clothes and doing inventory.

Employer Kate Henigan	Address
Telephone 508-735-4423	Title Babysitter
Supervisor	Dates Worked Summer 2020 and 2021
Reason for Leaving Too busy with other jobs	

Description of Primary Duties: Watch her son for a couple of hours in the morning, a couple of days a week.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

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) Nate Story
Applicant Signature [Handwritten Signature]
Date: 4/15/23

Hi, here is the application! But sounds good, I will try to sign the paperwork soon. Thank you!

- Nate Story

and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Alex McCluskey		774-563-8485	Manager
Name	Address	Phone	Title
Kate Henigan		504-735-4423	Babysitter
Name	Address	Phone	Title
Louis Rushman		201-315-0610	Lawn Mower
Name	Address	Phone	Title

Name	Address	Phone	Title
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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: 17 **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.

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Beach Sticker Seller

JOB CLASSIFICATION; 11

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

APPLICATIONS RECEIVED:
(Attach originals)

APPLICANT SELECTED: Mike Tinus

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

Official Start Date of Hire: 6/16/23

STARTING SALARY: GRADE 3 STEP 3 RATE 17.99

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

