

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

12/27/2021

JOB TITLE: Assistant Animal Control Officer

JOB CLASSIFICATION: Assistant Animal Control Officer

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

Town hall and town webpage. MV times 11/18/21 & 11/25/21

APPLICATIONS RECEIVED: Samantha Gitschier & Christopher West
(Attach originals)

APPLICANT SELECTED: Christopher West

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

Casey Decker, Greg Pachico and Susan Scholfield

Official Start Date 1/1/2022

**If this date changes contact the PB

STARTING WAGE: GRADE 3 __STEP 1__RATE \$23.62

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:		Date:
Samantha Gitschier		11/12/21
1 Saddle Club Rd.		Edgartown, MA 02539
Address (mailing) # and Street	City and State	Zip Code
1 Saddle Club Rd.		Edgartown, MA 02539
Address (physical) #and Street	City and State	Zip Code
	(508)-409-7505	samantha.gitschier@gmail.com
Telephone (home)	Telephone (cell)	E-Mail Address

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

How did you hear about this position? Kaitlin Dore

Have you ever been employed by the Town of West Tisbury When? What department?
I have not

III. Education

School	Name, Address, City, State	Type of Degree
High School	Tri-County RVTHS, 147 Pond St, Franklin, MA	H.S. Diploma
College	Southern New Hampshire University, 2500 N River Rd, Manchester, NH	B.S in Criminal Justice
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training		

VII. Employment History (continued)

Employer	Tisbury Police Department	Address	32 Water St, Tisbury, MA 02568
Telephone	508-696-4240	Title	Administrative Assistant
Supervisor	Chief Christopher Habekost	Dates Worked	Sept 2021-present
Reason for Leaving	Not intending on leaving, currently interested in gaining ACO experience part time		

Description of Primary Duties: Create billing schedules, invoices for police details, weekly payroll, help create budget for next fiscal year, answer department calls

Employer	Steamship Authority-VH	Address	1 Water St. Vineyard Haven, MA 02568
Telephone	508-693-0367	Title	Seasonal Dock worker
Supervisor	Lee Cormie	Dates Worked	May 2021-Sept 2021
Reason for Leaving	Only a summer position		

Description of Primary Duties: docking steamships, helping to load the boat, handout vehicle

Employer	Martha's Vineyard Bank	Address	11 State Rd. Tisbury, MA 02568
Telephone	508-684-4162	Title	Teller/ CSR
Supervisor	Rebecca Tattersall	Dates Worked	Sept 2020- May 2021
Reason for Leaving	Was not interested in pursuing a career in banking. Looking for career in public service		

Description of Primary Duties: bank teller duties, greet customers

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) Samantha Gitschier

Applicant Signature *Samantha Gitschier*

Date: 11/12/21

November 15, 2021

Town of West Tisbury

Re: Assistant Animal Control Officer

To Whom it May Concern,

My name is Samantha Gitschier and I am applying for the position of assistant animal control officer for the Town of West Tisbury. I learned about the position from my future sister-in-law Kaitlin Dore. I am currently employed full time at the Tisbury Police department as the administrative assistant and am in the process of completing my Bachelor's degree in Criminal Justice online thorough Southern New Hampshire University. I am interested in this part time position to not only supplement what I am currently doing for my course work and current job, but because I wish to gain experience as an ACO which is a career I am very much interested in. Since I was a young child, I have always liked working with animals, and have had many animals throughout my life; and from that love for working with animals, I realized ACO is a career in the Criminal Justice field I am interested in pursuing.

As stated previously, I have had years of experience working with and caring for many different types of animals and have experience not only working but learning about the criminal justice field in my studies. I hope you consider me for the position; I look forward to hearing from you.

Respectfully,

Samantha Gitschier

Samantha Gitschier

1 Saddle Club Road, Edgartown, MA 02539

508-409-7505

samantha.gitschier@gmail.com

Education:

Southern New Hampshire University

Major: Criminal Justice, B.S. Class 2021

Bristol Community College

Major: General Studies, A.S. Class of 2018

Tri-County Regional Vocational Technical High School

Medical Careers Class of 2015 Certifications: Medical assisting, HHA, CNA

Work Experience:

Tisbury Police Department- Tisbury, MA

Administrative Assistant

September 2021- Present

Steamship Authority

Seasonal Dock Worker

June 2021- September 2021

Martha' Vineyard Bank

Teller

September 2020- May 2021

Wellesley College Police Department- Wellesley, MA

Police Dispatcher

January 2020- September 2020

Motion Works Physical Therapy- Walpole, MA

PT Rehab Aide/Medical Assistant

October 2018-April 2019

Answer is Fitness- Foxboro, MA

Front desk sales staff/ Social Media Administrator

Mar 2017- June 2018

The Village at Willow Crossing, a Benchmark Senior Living Community- Mansfield, MA

Certified Nursing Assistant

Sept. 2014- May 2016

Current Certifications:

Medical Assistant, Home Health Aide, Microsoft Office, APCO 1, NG-911

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APPLICATIONS RECEIVED: Samantha Gitschier & Christopher West
(Attach originals)

APPLICANT SELECTED: Samantha Gitschier

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

William Brigham, Kathleen Hoffman and Katelyn Dorr

Official Start Date 1/1/2022

**If this date changes contact the PB

STARTING WAGE: GRADE 3 STEP 1 RATE \$23.62

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

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I. Contact Information.

Name: Christopher P West Date: 12-10-21
77 Colonial Pt Tisbury MA 02568
Address (mailing) # and Street City and State Zip Code

Address (physical) #and Street City and State Zip Code
774-563-1232 Chriswest773@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? Tony Cordray

Have you ever been employed by the Town of West Tisbury When? What department?
yes. current member of WTFD.

III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>MURHS</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 8/23

What other valid licenses or certificates do you possess? CPR/Firstresponder.

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:

911 dispatcher at Dukes County Sheriff's office

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	Clancy Const	Address	52 Narragansett ave
Telephone	508-699-7570	Title	carpenter
Supervisor	Lawrence Clancy	Dates Worked	11-2010 5-2015
Reason for Leaving	No benefits		

Description of Primary Duties: _____

Employer	DCSO	Address	9 Slight Path
Telephone	508-693-1212	Title	Sergeant
Supervisor	Major Schofield	Dates Worked	5-2015-present
Reason for Leaving	Not leaving		

Description of Primary Duties: 911 dispatcher or shift
 supervisor.

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.

Greg Pachico	452 State Rd	693-9555	Chief
Name	Address	Phone	Title

Casey Decker	18 Crow Hollow	774-563-8535	owner/Engineer
Name	Address	Phone	Title

Anthony Gould	9 Flight Path	774-563-5313	Captain
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: ____

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.

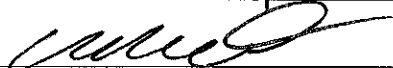
XIII. Signature.

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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) Christopher West

Applicant Signature 

Date: 12-10-21



Martha's Vineyard Times
 PO Box 518 / 30 Beach Road,
 Vineyard Haven
 MA 02568

Tel : (508) 693 6100

Advertising Docket

Email:adsales@mvtimes.com

W. Tisbury Animal Control Officer
 P.O. Box 278
 West Tisbury, MA
 02575

Cust# : 2219
 Tel # : (508) 696-0102
 Ad # : 8450
 Date : 11/15/21
 Classification :Help Wanted
 Salesperson : Samantha Church

<u>Edition</u>	<u>Insertion Date</u>	<u>Amount</u>
MVTimes Web Classified	11/15/21	0.00
MVTimes Web Classified	11/16/21	0.00
MVTimes Web Classified	11/17/21	0.00
MVTimes	11/18/21	144.27
MVTimes Web Classified	11/18/21	0.00
MVTimes Web Classified	11/19/21	0.00
MVTimes Web Classified	11/22/21	0.00
MVTimes Web Classified	11/23/21	0.00
MVTimes Web Classified	11/24/21	0.00
MVTimes	11/25/21	144.27
MVTimes Web Classified	11/25/21	0.00
MVTimes Web Classified	11/26/21	0.00
MVTimes Web Classified	11/29/21	0.00
MVTimes Web Classified	11/30/21	0.00
MVTimes Web Classified	12/01/21	0.00
MVTimes Web Classified	12/02/21	0.00
	Sub Total	288.54
		0.00
		0.00
	Grand Total	288.54