

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Assistant Health Agent

JOB CLASSIFICATION: Grade 6

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

Advertisements were placed in the MV times
3/6/22 – 3/23/22

APPLICATIONS RECEIVED: Anthony Confalone, Drew Belsky, Anna McCaffrey
(Attach originals)

Patricia Quasi-French, Guy Hayden, Catherine Buck

Mark Bergeron, Philip Macy, John Chandler, John

John Shepherd & **Alex Lam (Hired)**

APPLICANT SELECTED: Alex Lam

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

Nicole Hayes

Nina Lombardi

Official Start Date: 4/26/2022

****If this date changes contact the PB**

STARTING WAGE: GRADE 6 STEP 1 RATE \$31.44

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

Thank you for
your consideration!

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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3/21

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: Alexander Q. Lam Date: 3/21/22
P.O. Box 9000 Edgartown MA 02539
Address (mailing) # and Street City and State Zip Code
6 Penny Lane Edgartown MA 02539
Address (physical) # and Street City and State Zip Code
508-627-7980 617-834-4590 Alexlam10@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

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

Assistant Health Agent

How did you hear about this position?

Vineyard Gazette

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>Hingham High School MA 02043</u>	<u>High School Diploma</u>
College	<u>Dean College / UMass Boston MA</u>	<u>2yr</u>
Graduate School		
Trade, Business,		
night courses		
Military Service,		
Other Training	<u>ServSafe Manager Certification</u> <u>CPR</u> <u>Edgartown Fire Department</u>	

Volunteer
at
Edgartown
F.D.

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 7/14/22

What other valid licenses or certificates do you possess? Servsafe manager
Certification / Red Cross CPR

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

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

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

Dependable, Quick learner, Excellent Customer Service
Analytical thinker, Ability to multitask, Timely,
Hard working.

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	YMCA of MV	Address	111R Edgartown Vineyard Haven Rd.
Telephone	508-737-4844	Title	Front Desk membership / Health & Wellness Associate
Supervisor	Nina Lombardi	Dates Worked	8/21 - 3/22
Reason for Leaving Wanted more financially / future career			
Description of Primary Duties: Handle membership issues, Reservations, Phone calls, Collect dues, install programs, build & maintain relationships.			

Employer	Bed Martha Farms Brewery	Address	270 upper main st Edgartown MA 02539
Telephone	508-939-0540	Title	Bar Manager / Lead bartender
Supervisor	Josh Flanders	Dates Worked	6/19 / 4/20
Reason for Leaving Covid			
Description of Primary Duties: Manage Employees, Payroll, Schedule, attend to customers, ordering of food and merchandise.			

Employer	Lisa Pyden Design	Address	N/A
Telephone	508-221-3826	Title	Designer Assistant
Supervisor	Lisa Pyden	Dates Worked	2/19 - 6/19
Reason for Leaving Seasonal help.			
Description of Primary Duties: Help execute interior design of Harbor View condos / owner of Harbor View's personal house.			

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.

Nina Lombardi	MV	508-737-4844	Director of operations
Nicole Hayes	MV	508-324-5779	Assistant Manager
Sandra Pimentel	MV	781-710-2629	Retired (MVCs)
Andrew Kelly	MV	508-962-6724	Deputy Chief EDs FD

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) _____

Applicant Signature _____

Date: _____

Alex Lam
PO Box 9000-221
Edgartown MA, 02539
Cell: (617)-834-4590
Alxlam10@gmail.com

Summary:

A self determined and enthusiastic worker, who strives for high quality work in every aspect of business. The type of individual that enjoys working with a team, but can also work alone; and consistently produce top notch work. A responsible, and loyal employee who can be counted on to get the job done properly.

Education:

UMass Boston, Boston, MA 02125

Dean College, Franklin, MA 02038

Hingham High School, Hingham, MA 02043

Experience:

YMCA of Martha's Vineyard
Vineyard Haven, MA 02568 8/21 to Current
Position - Front Desk Membership Services, Health and Wellness Associate

Bad Martha Farmers Brewery
Edgartown, MA 02539 6/19 to 4/20
Position - Manager, Lead Bartender, Distribution Sales

Lisa Pyden Design
Edgartown, MA 02539 2/19 to 6/19
Position - Designer Assistant

South Shore BMW
Rockland, MA 02370 3/16 to 12/18
Position - Client Advisor, BMW Genius, Service Valet

Artu', Boston, MA 02113 9/15 to 3/16
Position - Bartender, Barback, Server, Food Runner

The Lampost, Oak Bluffs, MA 02557 4/13 to 10/15
Position - Lead Bartender, Barback, Server, Food Runner, Busser

Community Service:

Hingham High School in 2009

Greenhouse Project - I conceived of and wrote the application for a \$20,000 grant from the National Geographic Society nationwide contest. The Society awarded the grant for a greenhouse to my high school.

Dean College 2012
Maintenance assistant

Rockfish, Edgartown, MA 02539 11/14 to 5/15
Position - Bartender, Barback, Food Runner, Busser

Offshore Ale Co. Oak Bluffs, MA 02557 4/13 to 6/14
Position - Host, Barback, Food Runner, Busser

Martha's Vineyard Community Services
Oak Bluffs, MA 02557 12/13 to 4/14
Position - General Maintenance Property Manager

EMS LLC, Exeter, RI 02822 5/12 to 5/13
Position - Construction, Framing, Painting, Landscape, Assistant Farmer

Linden Ponds, Hingham, MA 02043 5/09 to 10/09
Position - Server, Food Runner, Busser

Talbots Outlet, Hingham, MA 02043 4/08 to 9/08
Position - Cashier Representative, Backroom Inventory & Storefront Inventory