

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Cemetery Superintendent

JOB CLASSIFICATION: _____

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

MV Times & website

APPLICATIONS RECEIVED: Warren Gowell
(Attach originals)

Nicholas Ionntiu

APPLICANT SELECTED:

Warren Gowell

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

See Application

Official Start Date **9/28/20**

**If this date changes contact the PB

STARTING SALARY: GRADE 4 STEP 1 RATE \$ 21,52

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

**Town of West Tisbury
Cemetery Superintendent**

The Town of West Tisbury is seeking to hire a Cemetery Superintendent on a part time, non-benefited basis. Qualified applicants must have a high school diploma. Job duties include, but are not limited to, sale of cemetery lots, working with funeral directors to coordinate burial, assist with maintenance of cemetery database and light maintenance of the cemeteries. Work schedule will include nights and weekends

The starting hourly rate is \$24.85. Hourly rate \$24.85-\$34.97. Applications and the complete job description can be printed from the Personnel Board website at www.westtisbury-ma.gov or picked up in the lobby of the Town Hall at 1059 State Road, WT. Deadline to apply is August 13 at **12:00 PM**. Completed applications may be left in the Drop Box in the Town Hall lobby at 1059 State Road, e-mailed to personnel@westtisbury-ma.gov or mailed to the Personnel Board at P.O. Box 278, West Tisbury, MA 02575.

Please call Jennifer Rand, Town Administrator at 508-696-0102 or e-mail her at townadmin@westtisbury-ma.gov with any questions.

The Town of West Tisbury is an Equal Opportunity Employer.

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: Warren Gowell Date: 8/31/20

52 3rd St North Edgartown, MA 02539
Address (mailing) # and Street City and State Zip Code

Address (physical) #and Street City and State Zip Code
508 027 8707 508 939 0448 warrengowell@gmail.com
Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? through my father

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	MURHS	h.s. diploma
College	UMASS Amherst	B.S.
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training		

VII. Employment History (continued)

Employer Tisbury Wharf Company	Address 144 Beach rd. VH, MA
Telephone 508 693 9300	Title Fuel dock assistant
Supervisor Norman Baker	Dates Worked Summers 09-11
Reason for Leaving	

Description of Primary Duties: Selling fuel + marina space

Employer Black Dog Tall Ships	Address P.O. Box 429 VH, MA
Telephone 508 693 1669	Title deckhand
Supervisor Morgan Douglas	Dates Worked summer '12, '13
Reason for Leaving	

Description of Primary Duties: sailing shenandoah

Employer MV Memorials	Address 52 3rd st North Edgartown
Telephone 508 939 0647	Title monument engraver
Supervisor Alan Crowell	Dates Worked — present
Reason for Leaving	

Description of Primary Duties: engraving, cleaning, installing, and selling gravestones

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) Warren Gowell

Applicant Signature Warren Gowell

Date: 8/31/20