

TOWN OF WEST TISBURY  
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Recreation Instructor

JOB CLASSIFICATION: 11

JOB ADVERTISED/POSTED  
(LIST DATES AND PLACES  
Attach copy of ad):  
MV Times  
Nov 3 & 10

APPLICATIONS RECEIVED:  
(Attach originals)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SELECTED: Ernie Chavez

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

re-hire

\_\_\_\_\_

Official Start Date of Hire: 12/3/22

STARTING SALARY: GRADE 5 STEP 4 RATE \$ 24.07

APPROVED:

\_\_\_\_\_  
CHAIR, PERSONNEL BOARD/DATE

**WEST TISBURY PARKS AND RECREATION**

Instructors for Saturday Recreation Program beginning Dec. 3, 2022- Feb.11, 2023.

**Art/Theater Instructor;** duties include instruction using various mediums, developing new projects, encouraging creative play and Improv.

**Sports Instructor;** duties include supervision and instruction in various sports including basketball, floor hockey, soccer, football, etc.

Participants are students in grades 1-5. Hourly rate is \$20.79. Strong in house candidates.

**Chess Instructors and Assistants** for the winter program Jan. 4, 2023 –Feb. 15, 2023. Duties include supervise and instruction in all levels of chess. Participants are students in grades 1-6. Starting pay is \$20.79 and \$16.31

Applications available online at [www.westtisbury-ma.gov](http://www.westtisbury-ma.gov) under Personnel Dept. or at the Town Hall.

Deadline: Nov. 11, 2022. For more info. Call 508-696-0147. EOE.

**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: JOSE E Chaves Date: 8/12/22

P.O. Box 1123 West Tisbury, MA 02575  
 Address (mailing) # and Street City and State Zip Code

29 Oylston Dr. Edgartown, MA 02579  
 Address (physical) #and Street City and State Zip Code

Telephone (home) Telephone (cell) E-Mail Address

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

How did you hear about this position? Winter Sports Coordinator @ W.T. School 1

Have you ever been employed by the Town of West Tisbury When? What department?  
yes Same as Above - 2013 - 2019 - Park & Rec

**III. Education**

School	Name, Address, City, State	Type of Degree
High School	<u>Zestal Plymouth RVT, Taunton</u>	<u>DIPLOMA</u>
College	<u>Johnson &amp; Wales - Warwick, RI.</u>	<u>ASSOCIATE</u>
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training		

**VII. Employment History (continued)**

Employer	Verner Fine Contractors	Address	22 Meshakett Wood Rd Edg, MA 02539
Telephone	508-287-0020	Title	Watering, Planting
Supervisor	Jeff Weaver <del>Dillon</del>	Dates Worked	7/9/22 - Present
Reason for Leaving	N/A		

Description of Primary Duties: Watering, Planting, Replanting

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Employer	Self Employed	Address	29 Boylston Dr Edg, MA 02535
Telephone	508-562-4120	Title	Owner
Supervisor	ME	Dates Worked	2018 - Present
Reason for Leaving	N/A		

Description of Primary Duties: Perfor M all Duties as requested by Customers

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Employer	Sturbridge Bldg + Dsgn	Address	83 Stonegate Lane Vineyard Haven MA, 02569
Telephone	508-693-6206	Title	Foreman/Carpenter
Supervisor	Harold Chapdelaine	Dates Worked	9/10/2001 - 8/2019
Reason for Leaving	Business Closed		

Description of Primary Duties: All Aspects of Supervising + Construction as Requested

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**XIII. Signature.**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Jose E Chavez

Applicant Signature Jose E Chavez

Date: 8/10/2020