

# Harvard Town Beach Employment Application



**Application Instructions:**

- RETURNING applicants: Fill out page 1, 2, 3
- NEW applicants: Fill out page 1, 2, and 4, 5 (skip 3)
- *If applicant is under 15 years old, please see WSA Volunteer Application*

**Return Applications to:**

Mail:  
Wyona Lynch-McWhite, Chairperson  
Park and Recreation Commission  
13 Ayer Rd, Harvard MA 01451  
Attn: Employment Application

Email:  
Wyona Lynch-McWhite, Chairperson  
Parks and Recreation Commission  
wlmharvard@yahoo.com  
Subject: HTB Employment Application 2017

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Applicant Status**

Position(s) Applying for: \_\_\_\_\_  
*Please List ALL positions interested in.*

*Positions Available:*

- WSA (specify swimming, canoeing, sailing),
- WSI/ Swimming Instructor,
- Boating Instructor (specify Sailing, Canoeing/Kayaking)
- Lifeguard,
- Head Lifeguard,
- Head Instructor
- Beach Director
- Boat Monitor, Evening Sticker Checker

**CERTIFICATIONS:**

**\*ALL APPLICANTS MUST INCLUDE COPY OF CERTIFICATION**

Certification	Date Expires
CPR / AED / First AID	
WSA	

Certifications	Date Expires
Waterfront Lifeguard	
WSI	

Other Relevant Certifications: \_\_\_\_\_ Date Expires: \_\_\_\_\_

**DATES AVAILABLE TO WORK:**

Beach staff are expected to work the entire season from mid/late June through late August (Final Dates TBD) Please list ALL dates you are NOT available and the reasons:

\_\_\_\_\_ OPTIONAL Pre-season (Mid May – Mid June): Includes beach maintenance, class development, beach educational outreach, and minimal Lifeguarding and Sticker Checking hours. These hours will vary throughout the week and weekend, depending on the needs of the beach, the weather, and the hours allotted by the budget.

Are you interested in working Pre-Season? \_\_\_\_\_

Are there any days / dates / times you can NOT work or volunteer during this time frame?

Dates / Days / Times:

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\_\_\_\_\_ Summer Staff Orientation (June 16 – 20,2017): Exact schedule TBD. Final schedule will be sent out mid-May. If conflicts arise, please inform the Beach Director as soon as possible to have make-up sessions approved.

Are there any restrictions on when you can NOT work during this time frame?

Dates / Days / Times:

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All qualified applicants will have an in person or over the phone interview. Interviews will start May 1<sup>st</sup>

Times/days of the week NOT available for interview: \_\_\_\_\_

**RETURNING APPLICANTS:**  
(All NEW Applicants Skip to Next Page)

**Harvard Town Beach Work History**

<b>Positions Held in Previous Summers:</b>	<b>Number of Summers Held this Position:</b>
WSA - Volunteer	
WSA – Partially Paid	
WSA – Fully Paid	
Lifeguard	
WSI/ Swimming Instructor	
Boating Instructor	

Are there special projects or tasks you have taken on, or assisted with in past summers at the Harvard Town Beach? Please explain your role and how this contributed to the Harvard Town Beach.

**Short Answer Questions:**

1. Why is it important to you to return to the Harvard Town Beach?
2. What do you think was the biggest asset you brought to the beach staff? What do you hope to contribute to the beach this summer?
3. What is one weakness you would like to improve on this upcoming summer? What do you hope to learn or improve upon in your work this summer?

**New Positions (Only if applying for a new position)**

New Position(s) Applying For: \_\_\_\_\_  
(If not applying for a new position skip this section)

What character strengths make you a good candidate for this position?

What experiences at the Harvard Town Beach make you an excellent candidate for this position?

What other work, educational, or volunteer experience do you have that would make you an excellent candidate for this position?

# NEW APPLICANTS

## Application Questions

What level swimming lessons, programs or other experiences have you had? Where any at the Harvard Town Beach?

Why do you want to work at the Harvard Town Beach?

List any waterfront, summer camp or other experience working with children 3-15:

Are there any other skills/ certifications/ experiences you could bring to the Harvard Town Beach to help us plan and run new programs?

List any other experiences that make you the best candidate for this position:

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Work Experience

Company		Address	
Job Title		Responsibilities	
Dates of Employment		Reason for Leaving	

Company		Address	
Job Title		Responsibilities	
Dates of Employment		Reason for Leaving	

Company		Address	
Job Title		Responsibilities	
Dates of Employment		Reason for Leaving	

Company		Address	
Job Title		Responsibilities	
Dates of Employment		Reason for Leaving	

## References

Please list two references that are not related to you.

Full Name		Relationship	
Company		Phone	
Address		Email	

Full Name		Relationship	
Company		Phone	
Address		Email	

How did you hear about this position?

- Town Website
- News Paper
- Current or Past Employee, if so name of employee \_\_\_\_\_
- Resident or friend of Harvard Town Beach, if so name \_\_\_\_\_
- Other \_\_\_\_\_