



The Jewel of the Chesapeake Bay  
North Beach, Maryland

## APPLICATION FOR EMPLOYMENT (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

### PERSONAL INFORMATION

	DATE
	SOCIAL SECURITY #
NAME	
LAST	FIRST
MIDDLE	
PRESENT ADDRESS	
STREET	CITY
STATE	ZIP
PERMANENT ADDRESS	
STREET	CITY
STATE	ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER? Yes <input type="checkbox"/> No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?		WHERE? WHEN?
REFERRED BY		

EDUCATION	NAME AND LOCATION OF SCHOOL	* NO OF YEARS ATTENDED	* DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

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SPECIAL SKILLS

ACTIVITIES: (CIVIC / ATHLETIC / ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

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U. S MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
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\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR FROM TO	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS.

IT IS UNLAWFUL IN THE STATE OF MARYLAND 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.

\_\_\_\_\_  
Signature of Applicant

IN CASE OF  
EMERGENCY NOTIFY \_\_\_\_\_

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS  
LINE

INTERVIEWED BY:

FIRST INTERVIEW DATE:

SECOND INTERVIEW DATE:

REMARKS:

NEATNESS

ABILITY

HIRED:  Yes  No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED:

1.

2.

3

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER



## JOB DESCRIPTIONS

### **TOWN ATTENDANT**

#### SUMMARY:

- No experience required.
- The Town Attendant is to provide a polite and professional presence, ensure a clean and friendly atmosphere, be knowledgeable of the Town of North Beach, events, activities and rules and regulations (town ordinances) as outlined in the Town Attendant Handbook. Town Attendant will primarily serve the waterfront area of the town. Town Attendant may be required from time to time to perform other duties throughout the Town.

#### GENERAL RESPONSIBILITIES      As an Attendant you are responsible to:

- Be visible to the town residents, guests, and town staff, at all times.
- Ensure beach areas are clean of trash and debris.
- Ensure pier, boardwalk, sidewalk, curbs, streets, parking lot, and park areas are clean of trash, debris, and animal feces.
- Ensure boardwalk, pier and pavilion are free of sand.
- Ensure public restrooms and showers are stocked and clean.
- Keep current on town events and activities.
- Know the rules and regulations that pertain to the waterfront area (see town ordinances in Handbook).

#### POSITION REQUIREMENTS As an Attendant you are required to:

- Learn the entire operations of the Welcome Center and Shirt Shack, to include operating a Point-of-Sale register, disseminating information to our guests, and making beach passes.
- Learn the responsibilities of working outside of the Welcome Center as a polite presence.
- Read and know the contents of the Town Attendant Handbook.
- Know the "Town Boundaries" so as to determine who is a North Beach Resident.
- Complete all welcome center forms daily, i.e., Team Lead log, Shirt Shack log, Incident or Accident forms, Registration for Dockage form, and any other required forms.
- Constantly be aware of the cleanliness of the waterfront. All attendants will pick up trash, litter, debris and animal feces throughout their shift.
- Check and fill the Mutt Mitt stations every day.
- Keep the welcome center and shed tidy and clean.
- Check the public restrooms and ensure they are well stocked and cleaned throughout the day.

- Be current and knowledgeable about the beach fees and charges, welcome center facilities, events, activities and rules and regulations (town ordinances) that pertain to the Town of North Beach.
- Set up and take down necessary road blocks, trash cans, chairs, tents and all other required items for events that occur on the waterfront or throughout the Town.
- Perform a “town sweep”, from time to time, picking up trash, litter and debris from 1<sup>st</sup> Street to 10<sup>th</sup> Street, and Atlantic Ave. to Greenwood Ave.
- Provide minor first aid to guests and make emergency decisions to contact medical assistance.
- Assist lost children and locate his/her parents.
- Hold stray animals for Animal Control pickup.
- Report vandalism, drunk in public behavior, nudity or any other unnecessary situations to the Police Department.
- Communicate effectively with visitors, guests and town staff.
- Work varied shifts and areas of responsibility.
- Address visitor and guest concerns and provide decisions and resources that facilitate problem resolution.
- Practice good personal hygiene.
- Comply with the Town Attendant dress code as is outlined in the handbook.
- Comply with all rules that pertain to personal behavior while serving as a Town Attendant.

## **BEACH PATROL**

### **SUMMARY:**

- Two years' experience working as a Town Attendant. Equivalent work experience and training recognized.
- The Beach Patrol must perform all duties of the Town Attendant in a manner which exceeds expectations.
- Address all concerns in a polite manner.
- Be a point of contact in emergency situations.
- Enforce Town Rules, Regulations, Policies, etc. as written in a fair and professional manner, to all residents and guests.
- Provide minor first aid to guests and make emergency decisions to contact medical assistance.
- Assist lost children and locate his/her parents.
- Hold stray animals for Animal Control pickup.
- Report vandalism, drunk in public behavior, nudity or any other unnecessary situations to the Police Department.
- Communicate effectively with visitors, guests and town staff.
- Work varied shifts and areas of responsibility.
- Address visitor and guest concerns and provide decisions and resources that facilitate problem resolution.
- Performs other duties as assigned.
- CPR/AED and Basic CPR preferred



## TEAM LEAD

### SUMMARY:

- Must be at least 18 years of age with two years' experience working with the Beach Patrol or three years as a Town Attendant. Equivalent work experience and training recognized.
- The Team Lead must perform all duties of the Town Attendant in a manner which exceeds expectations.
- Oversees, "manages", the operation of the Waterfront, and all Town Attendants, in the absence of the Waterfront Manager and the Assistant Waterfront Manager.
- Ensures Waterfront day-to-day operations are performed as developed by senior staff.
- Ensures Town Attendants perform their duties in a professional manner which meets or exceeds the needs of our residents and guests.
- Performs other duties as assigned.
- CPR/AED and Basic CPR preferred.

**I have read and understand these responsibilities and requirements for this position.**

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**Desired Position**

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Print Name

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Sign Name

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Date

# BACKGROUND AUTHORIZATION FORM

## PERSONAL INFORMATION

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Previous Names Used: (within the past 7 years) \_\_\_\_\_

Current Home Address: \_\_\_\_\_  
Street Address (No P. O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

How long have you lived at current address? \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street Address (No P. O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

How Long? \_\_\_\_\_

\*\*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide explanation: \_\_\_\_\_

Year of Offense: \_\_\_\_\_ County offense was committed: \_\_\_\_\_

\*\*THIS INFORMATION IS REQUIRED IN ORDER TO CONDUCT AN ACCURATE CRIMINAL BACKGROUND SEARCH AND WILL NOT BE USED AS CRITERIA IN THE HIRING PROCESS, AS DESCRIBED BY THE AGE DISCRIMINATION ACT OF 1967.

In connection with my application and/or continued employment, (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer investigative criminal convictions. Further, I understand that you will be requesting information from various Federal, State and other agencies, which maintain records concerning my past activities relating to any criminal experiences.

I acknowledge that I have been counseled that a person or entity may not procure or cause to be prepared an investigative consumer report on any consumer unless it is clearly and accurately disclosed to the consumer, that an investigative consumer report – including all applicable information as to his or her character, general reputation, personal characteristics, mode of living, education history, driving history (including but not limited to accident history, alcohol/drug and any other DOT requirements as permitted by the ADA) employment history and credit history – may be made. If you are denied employment because of the consumer investigation, it is your right under the Fair Credit Reporting Act (Law 91-508) SS606 to have the name of the agency or agencies from whom information concerning you was obtained. You are also entitled to receive free copies of the information supplied by those agencies within sixty days upon written request. You have the right to directly dispute with the consumer reporting agency the accuracy and completeness of any information furnished by that agency.

I authorize without reservation, any party or agency contacted by the employer to furnish the abovementioned information. I release BACKGROUND INVESTIGATION, INC and any other person and/or agencies from any suits, liens, judgments, damage and/or liability resulting from this process. The above information is used solely for inquiries and criminal history checks. Falsifying any information on this release form will constitute grounds for immediate dismissal or declining any pending job offers.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You have the right to receive a copy of your consumer credit report should one be requested for employment reasons.

By checking this box, I request a free copy of the report.

**WATERFRONT AVAILABILITY**



**(FOR APPLICANTS APPLYING FOR TOWN ATTENDANT OR TEAM LEAD POSITION ONLY)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**The waterfront Town Attendant or Team Lead position is a temporary, part-time, seasonal job, generally lasting 100 days.** The waterfront is open starting the third week of May thru September. The hours of operation will vary from month to month. Our busiest months will be July and August. Typical hours of operations are listed below. **Town Attendants or Team Leads will be required to work July 2-5, Memorial Day Weekend, Labor Day Weekend, and 3 out of 4 weekends each month throughout the season.**

**MINORS 14 through 17 years of age may only work with a work permit.** A Minor must obtain a work permit for each year (season).

Vacations are only approved on early notice. If you know your plans now let me know. **I have made vacation plans or have another commitment and will NOT be available on** \_\_\_\_\_.

**SPORTS COMMITMENT**

I am committed to sports this summer and will not be available on \_\_\_\_\_.

**WHILE SCHOOL IS IN SESSION I CAN BEGIN WORKING ON THIS DATE** \_\_\_\_\_.

<u>Day of Week</u>	<u>Hours of Operation</u>	<u>Hours I am Available to Work</u>
Sunday	6 a.m. to 11 p.m.	_____
Monday	6 a.m. to 11 p.m.	_____
Tuesday	6 a.m. to 11 p.m.	_____
Wednesday	6 a.m. to 11 p.m.	_____
Thursday	6 a.m. to 11 p.m.	_____
Friday	6 a.m. to 11 p.m.	_____
Saturday	6 a.m. to 11 p.m.	_____

**WHEN SCHOOL IS OUT: I CAN BEGIN WORKING ON THIS DATE** \_\_\_\_\_.

**IF AVAILABLE NOW: I CAN BEGIN WORKING ON THIS DATE** \_\_\_\_\_.

<u>Day of Week</u>	<u>Hours of Operation</u>	<u>Hours I am Available to Work</u>
Sunday	6 a.m. to 11 p.m.	_____
Monday	6 a.m. to 11 p.m.	_____
Tuesday	6 a.m. to 11 p.m.	_____
Wednesday	6 a.m. to 11 p.m.	_____
Thursday	6 a.m. to 11 p.m.	_____
Friday	6 a.m. to 11 p.m.	_____
Saturday	6 a.m. to 11 p.m.	_____

**Return to School on** \_\_\_\_\_ **Last Day I Can Work is** \_\_\_\_\_.