



PERMIT BOOTH POLICY for Booth Attendants

You are a representative for the Village of Surfside Beach. You are the first contact that the beachgoers will have with our municipality. That first impression is VERY IMPORTANT!!

Example: Hello, our annual permits are \$12.00 and are good until December 31. We do not allow vehicles on the beach without a permit. We have several miles of free beach (give directions to the free beach and the county beach) for which we do not require a permit.

If a visitor does not want to buy a permit, just ask him/her to drive through and make a U-turn. If a visitor buys a permit, advise him/her to fully secure the sticker on the windshield immediately. This will prevent use on multiple vehicles and will alert our village staff that the vehicle is permitted on the beach. Just having the permit in the car will not prevent a potential fine. The police require that the decal be adhered to the windshield. We cannot force compliance, however.

Do not argue with or try to stop those who drive through and insist that they do not have to have a permit. Let them pass. If you are able, write down the license plate number and color and make of the vehicle. Our police officers will check with you periodically, and at that time, you can give them the information. Andy Moody is your team leader in the field. Contact him with all issues unless you have an emergency. **If you have an emergency situation, call 911.**

Our booths are open seven (7) days a week once school is adjourned for the summer, weather permitting. You will be scheduled to work most weekends and major holidays. You will receive a schedule every week to let you know your hours and assigned booth. If you have special requests to be off, please let us know before Wednesday of the affected week. If you have an emergency that precludes you from completing your shift, you must let the office know as soon as possible. No-shows/no-calls are cause for termination.

During your shift, if you require change or more permits, you can arrange with your team leader to get more. If you do not get in touch with your team leader, you may call or visit City Hall. Be sure to leave nothing in your unattended booth at any time. **The village is NOT responsible for any theft. You are solely responsible for items in your booth.**

IMPORTANT: You must turn in your bag and proceeds EVERY DAY. **NO employees are allowed to take any permits or cash home with them.** The permit count must be accurate, and the sales report should accurately reflect the number received and the number of permits sold. At the end of your shift, please take your times to City Hall or, on the weekends, place them into the drop box at the Police Department.

The Village of Surfside Beach is pleased to have you as a seasonal beach employee. We want you to know that we truly appreciate your hard work. Our beach program does not function without your contributions.

Rules and Regulations:

1. No swimsuits, tank tops, tube tops, or shorty shorts are allowed.
2. No smoking is allowed while selling a permit.
3. Do not take checks for permits. We take cash only. You can send patrons to City Hall or Valero if they need cash.
4. Please do not call the police unless you have an extreme emergency.
5. NO VISITORS are allowed while you are at work. This includes family, children, and friends.
6. Park your vehicle far from the booth, so you do not block traffic or obstruct the view of the booth. Periodically, the Public Works Department and the Police Department will visit your booth to check on you for safety concerns.

You may want to bring a chair, sunblock, reading material, lunch, and ice water. Typically, you will not get a break. If you need to leave your assigned booth, please inform the office or your team leader, so that someone knows where you are. DO NOT LEAVE ANYTHING IN YOUR BOOTH, as it will likely be missing when you return.

If your sales do not balance at the end of the day, please discuss this at the office with our bookkeeper, Ronda Henson. Please understand that will could deduct any shortages from your paycheck, and shortages are grounds for termination.

I have read and understand these rules. I understand that I am financially responsible for the Village of Surfside Beach’s supplies that they provide me to do this job. Supplies include a city phone, cash, and/or permits.

If I do not return these items, the Village of Surfside Beach may deduct compensation for the unreturned items from my wages. Failure to return supplies could be grounds for termination.

Employee Acknowledgement:

Signature

Date

Witness

Date

Employment Application

Village of Surfside Beach, TX

Instructions: Please print in ink, sign, and return to the Village of Surfside Beach. Applicants must complete all the blanks accurately and completely. Neatness and legibility are important. We will not consider incomplete or unsigned applications. You may direct questions to the Village of Surfside Beach at the address and telephone number below.

The Village of Surfside Beach, TX, is an Equal Opportunity Employer. The village does not discriminate in employment practices based upon religious belief, race, color, national origin, disability, age, or sex. **Please provide copies of your identification and Social Security cards.**

Position for Which You Are Applying: _____

Name: _____
(first) (middle) (last)

Address: _____
(number) (street name) (unit #) (city) (ST) (ZIP)

Social Security Number (required): _____ - _____ - _____

Phone Numbers: () _____ () _____ () _____
At least one is required. (home) (work) (cell)

E-Mail (required): _____

When is the best time to contact you? _____

Check all types of work you will accept:
 full-time seasonal part-time overtime

What is the minimum salary you will accept? _____

What date are you able to report to work? _____

Circle the highest school grade you have completed:

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

The Village of Surfside Beach, TX – Application for Employment

EDUCATION: We may request copies of your diplomas and/or transcripts.

Name and Location of High School, College, University, and/or Technical Schools You Have Attended	Did you graduate?		Major / Minor	Degree or Certificate Earned
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

JOB HISTORY

Start with your present or most recent job. List all employment for the past ten (10) years. Include military service. Use additional sheets if necessary. You may not submit a résumé in place of employment history, but you may attach your résumé as a supplement to your application. Explain any gaps in employment in the “comments” section at the top of Page 5.

Employer		Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number	Starting Salary	Final/Current Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input type="text"/>	
Briefly outline your major duties:				
Employer		Dates of Employment		Your Title

The Village of Surfside Beach, TX – Application for Employment

Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
Telephone Number	Starting Salary	Final Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>
Briefly outline your major duties:			

Employer	Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
Telephone Number	Starting Salary	Final Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>
Briefly outline your major duties:			

The Village of Surfside Beach, TX – Application for Employment

Employer		Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number	Starting Salary	Final Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>	
Briefly outline your major duties:				

Employer		Dates of Employment		Your Title
Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving	
Telephone Number	Starting Salary	Final Salary	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary Number of employees you supervised: <input style="width: 50px;" type="text"/>	
Briefly outline your major duties:				

The Village of Surfside Beach, TX – Application for Employment

COMMENTS: Include an explanation of any gaps in employment.

List qualifications and skills you possess that are required for the position we described in the job announcement. Indicate any training you had that is directly related to the job. List any additional skills that may enhance your ability to perform the job (such as computer knowledge, foreign language skills, etc.)

Failure to truthfully answer the questions below may result in immediate termination. Answers of “yes” to Questions 3-10 will not necessarily disqualify you from employment, but a false statement or omission of information will. We shall consider your case in relationship to the requirements of the job for which you are applying. Please use the “comments” section for all explanations.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you have a legal right to reside and work in the United States?
We will require proof of citizenship or work authorization for employment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you at least 18 years of age? If under 18, what is your date of birth? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. May the village contact your present employer regarding your job-related employment records? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will you work more than 40 hours in a week if required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you been terminated and/or allowed to resign in lieu of termination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have charges pending, or have you admitted guilt or been found guilty including deferred adjudication of committing a felony or a Class A or B misdemeanor? (Include offenses for which you were granted probation. Exclude minor traffic violations, but | <input type="checkbox"/> | <input type="checkbox"/> |

Yes No

The Village of Surfside Beach, TX – Application for Employment

include DWI/DUI.) If your answer is “yes,” explain and give the date(s) and nature of the offense, the name of the court, and the disposition(s) of the case(s).

7. At the time of making this application, are you under felony indictment or charged with a misdemeanor or criminal violation? If your answer is “yes,” please describe the charge(s).

8. Has your driver’s license ever been suspended or revoked?

9. Have you ever worked for the Village of Surfside Beach?

10. Do you have any relatives, by blood or by marriage, who work for or are holding office in the Village of Surfside Beach?

COMMENTS:

The Village of Surfside Beach, TX – Application for Employment

REFERENCES

List names and phone numbers of three work references who are NOT related to you and who are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	How Acquainted	Years Known
Name	Telephone Number	How Acquainted	Years Known
Name	Telephone Number	How Acquainted	Years Known

Read your answers and the statements below carefully before signing this application.

I have reviewed the essential job functions and minimum qualifications for the position(s) for which I am applying.

I am aware that this application may be subject to public disclosure unless an exception under the Texas Open Records Act is applicable.

I understand that all the information I have provided in connection with my application, whether on this document or on any attachment(s) is complete, true, and correct. I know that the village will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the village obtains such information after I am hired, I will be subject to termination from employment with the Village of Surfside Beach, TX.

For purposes of verification, any persons, organizations, and educational institutions listed on this application or any attachment, such as the Department of Public Safety in any state in which I am a resident, at any time upon request, may give the officials of Surfside Beach, TX, any and all information concerning my previous employment, education, experience, or other information (including motor vehicle records they might have regarding any subjects listed on my application.) I unconditionally and irrevocably release all such persons, organizations, or educational institutions from all liability and damages that may result from providing the requested information to the village.

I understand that employment within the Village of Surfside Beach, TX, is also contingent upon my successful completion of a national background investigation.

I understand that an employment offer is contingent upon my successful completion of a pre-employment alcohol/drug test. If an applicant attempts to substitute or contaminate his or her drug screen specimen or attempts to subvert the breath alcohol test procedure, the village will not hire the applicant. The village will not hire applicants who test positive for illegal drugs, unauthorized prescription drugs, or alcohol.

I understand that the Village of Surfside Beach, TX, is an “employment-at-will” employer and that the acceptance of an offer of employment does not constitute contractual obligation upon the Village of Surfside Beach, TX, to employ me in the future. Furthermore, I understand that just as I may resign at any time, the village reserves the right to terminate my employment at any time, with or without cause and without prior notification. I understand that no representative of the village has the authority to make any assurances to the contrary.

NON-DISCRIMINATION STATEMENT

“The Village of Surfside Beach is an equal opportunity provider and employer.”

The Village of Surfside Beach, TX – Application for Employment

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202)690-7442, or e-mail at program.intake@usda.gov.

If employed, I agree to abide by all policies, regulations, and guidelines established by the village. My signature below acknowledges that I understand the above information.

Signature of Applicant

Date

