



# LONG BEACH TOWNSHIP BEACH PATROL

6805 Long Beach Boulevard • Brant Beach, New Jersey 08008

*"Protecting 12 Miles of Ocean Beach on Long Beach Island"*

Dear Veteran Beach Badge Checker,

As the temperature is on the rise, so is our anticipation for the 2010 summer season. We hope that your winter was safe, healthy and enjoyable. Like us, we hope that you are ready to turn in your coats and gloves for some sun and warmth.

We would like to offer you another summer of employment with LBTBP. Patrol placement will depend on how many veterans return completed applications. Please indicate your patrol preference on the application. If we don't receive your application, we will assume that you are not returning for the 2010 summer season. Your application must be received by 4:00 p.m. on **Wednesday, May 12<sup>th</sup>**. **Please mark lower left hand corner of envelope "Beach Badge Checker Application"**. If you are going to be offered a position to work as a Long Beach Township Beach Badge Checker, you will receive a notice of congratulations by mail no later than the last week of May.

Beach Badge applicants who are 18 years of age or older are required to obtain a physical annually (form attached), and submit a background check annually—this form will be mailed if you are offered a position. Working papers are required for all employees under the age of 18.

All supervisors planning to work during the 2010 summer season must contact the Beach Patrol in writing informing us that you plan to return and stating which position you wish to keep and/or obtain by **Wednesday, May 12<sup>th</sup>**. Shifting of patrol assignments may occur depending on the number of returning supervisors. Veteran checkers seeking a supervisor position should inform the Beach Patrol in writing of your intentions and qualifications by **Wednesday, May 12<sup>th</sup>**. Due to the increasing number of veteran checkers seeking supervisor positions, interviews may be conducted after school and on weekends once we have determined the number of available positions. If necessary, we will contact qualified applicants to set up interviews.

If you are applying for a supervisor position you must have a current drivers license. If you have a driver's license from a state other than New Jersey, you must submit a letter from your states Department of Motor Vehicles stating that you have a valid drivers license that it is in good standing. This is mandatory for all new and veteran supervisors! This is easily done online through the DMV and must be done every year.

If you would like to take a CPR FPR/AED/AEO with PDT or Emergency Response (ER) course (see enclosed schedule) you must telephone (609) 361-1200 or write to the Beach Patrol office and register for the respective course. These courses are offered on a first come, first served basis. Beach Badge Supervisors must have current CPR FPR/AED with PDT certification (American Red Cross CPR for the Professional Rescuer) in order to work this summer. You will be asked to pay \$10.00 for any American Red Cross course taken through LBTBP. You will be paid for your participation in the CPR Certification course upon being hired as a checker for LBTBP.

The mandatory 2010 Orientation and Organizational Meeting is **Sunday, May 30<sup>th</sup>** (see attached). It is imperative to contact the Beach Patrol if you cannot attend. All documentation (W-4, I-9, "Working Papers", Physicians Documentation, Background Check, etc.) must be received by May 30<sup>th</sup>. **Beach Badge Checkers will start work on the beach Sunday, June 20<sup>th</sup>, 2010.**

**Hiring documentation and application will not be sent by mail.** Please download the beach badge application at <http://www.lbtbp.com/employment/> and send all documentation to LBTBP *as soon as possible*.

If you have any questions, please call the Beach Patrol office at (609) 361-1200 between 9:00 a.m. and 4:00 p.m. Monday thru Friday or the Beach Badge office at (609) 361-6675 between 9:00 a.m. and 3:00 p.m. on Saturday or Sunday (starting April 2, 2010).

Sincerely,

Don Myers  
Beach Patrol Supervisor, LBTBP

Phone  
(609)361-1200

[www.lbtbp.com](http://www.lbtbp.com)

Fax  
(609)361-1210

## **LBTBP Beach Badge Checker Orientation and Organizational Meeting**

**Sunday, May 30, 2010 from 10:00 a.m. – 12:00 p.m.**  
**New checkers report at 10:00 a.m. – Veteran checkers report at 11:00 a.m.**

### **Long Beach Township James J. Mancini Administration Building**

6805 Long Beach Blvd., Brant Beach, New Jersey  
Court Room (1<sup>st</sup> Floor)

Enter through wooden double doors on bay side of building.

The purpose of this meeting is to complete the paperwork required by LBTBP to legally hire you. **You will need to bring a pen, your social security card, drivers license (if applicable), specific identification (described below), in order to fill out the I-9 form if you are a new employee, and, if you are under 18, the application for working papers.** If you come prepared, all paperwork can be completed on May 30<sup>th</sup>, 2010. All documentation (W-4, I-9, “Working Papers”, Physicians Documentation, Background Check, etc.) must be received by May 30<sup>th</sup>.

Job description and job duties will be discussed, as will other related subjects: work hours, salaries, Long Beach Township Beach policies, etc. Patrol assignments will take place at this time. **Everyone is required to bring their social security card in order to fill out your W-4 form.**

**Employment Eligibility:** To complete the I-9 form, you must either bring one of the following items:

1. United States Passport.
2. Certificate of United States Citizenship.
3. Certificate of Naturalization.
4. Unexpired Foreign Passport with attached employment authorization.
5. Alien registration card with photograph.

**OR** you must bring **one item from each** of the following columns:

- |   |  |
|---|--|
| 1. A state-issued driver’s license or a state-issued ID card with a photograph. | 1. Original social security number card.   |
| 2. U.S. Military card.  | 2. A birth certificate or other certification issued by state, county, or municipal authority bearing a raised seal. |
| 3. School identification with photograph.                                       | 3. Unexpired <b>INS/CIS</b> employment authorization.  |
| 4. Persons under 18 may present a school record or report card.                 |  |

**Working Papers:** If you are under 18, you cannot work until your working papers are completed. (If you cannot attend the meeting, these papers must still be completed and returned by May 30<sup>th</sup>) You must bring:

1. A copy of your birth certificate.
2. Proof of a physical exam (for employment) given by a doctor.
3. A State of New Jersey promise of employment form (available from Southern Regional High School Guidance Office, 600 N. Main Street, Manahawkin, NJ, 08050, Attention: Mary Lummino – (609) 597-9481 ext. 4315). (Forms from other states are not acceptable.)

**Please be on time! Attendance is mandatory! Shirt and shoes required!**



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## 2010 Beach Badge Checker Application

Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth
Summer Street Address			City		State	ZIP
Permanent Street Address			City		State	ZIP
Summer Phone Number			Permanent Phone Number			
Cell Phone Number			E-Mail Address			
First Date Available for Work		Last Date Available for Work		Other Dates Unavailable (if any)		
High School				Graduated? <input type="checkbox"/> Y <input type="checkbox"/> N		Graduation Year
High School Street Address			City		State	ZIP
College				Graduated? <input type="checkbox"/> Y <input type="checkbox"/> N		Graduation Year
CPR Certification? <input type="checkbox"/> Y <input type="checkbox"/> N	CPR Expiration Date	CPR Cert. Type	First Aid Cert.? <input type="checkbox"/> Y <input type="checkbox"/> N	FA Expiration Date	FA Cert. Type	
Lifesaving Cert.? <input type="checkbox"/> Y <input type="checkbox"/> N	Expiration Date	Cert. Type	LIT Certification? <input type="checkbox"/> Y <input type="checkbox"/> N	Date Certified	Highest Level	
Other certifications and previous beach badge experience (including dates and locations). Continue on back if necessary.						
Name of Emergency Contact #1			Name of Emergency Contact #2			
Relationship			Relationship			
Phone Numbers (day/evening)			Phone Numbers (day/evening)			
Street Address			Street Address			
City		State	ZIP	City		State ZIP
1. Do you have a history of medical problems which would prohibit you from performing duties of the job for which you are applying? <input type="checkbox"/> Y <input type="checkbox"/> N						
2. Have you ever been convicted of a crime? <input type="checkbox"/> Y <input type="checkbox"/> N			3. Have you ever been discharged from a position? <input type="checkbox"/> Y <input type="checkbox"/> N			
If you answered "yes" to questions 1, 2, or 3, please explain on the back of the page. Also, if you have a history of learning disabilities, you should notify the beach patrol supervisor so accommodations can be made.						
<b>I state that the above information is true and correct to the best of my knowledge.</b>						
Signature of Applicant				Date		
Signature of Parent or Guardian (for minors only)				Date		



Phone (609) 361-1000  
Fax (609) 494-5421

### Doctor's Certification For Temporary Employment With Long Beach Township

Please execute below where indicated that you have seen, treated and/ or examined \_\_\_\_\_ prior to his/her commencing employment with Long Beach Township. This individual will begin, effective \_\_\_\_\_ as a \_\_\_\_\_ with tasks that mainly involve: Walking for extended periods of time on the beach.

Upon completion of this form please return ASAP to me so that we may expedite his/her employment.

\_\_\_\_\_ Qualified to start work

\_\_\_\_\_ Not qualified to start work

Date: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

Bonnie M. Leonetti  
Municipal Clerk/ Administrator  
6805 Long Beach Blvd.  
Brant Beach, NJ 08008  
Telephone: (609) 361-1000

Fax: (609) 494-4999

Tax Collector  
Ext. 291

Tax Assessor  
Ext. 290

Public Works  
Ext. 246

Water & Sewer.  
Ext. 231

Building  
Inspector/Zoning  
Ext. 294

Land Use  
Ext. 208, 230

Court  
Ext. 295  
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SPECIAL ASSISTANCE AVAILABLE, PLEASE CALL 609-361-1000 EXT. 217