



Borough of Belmar Beach Department

601 Main Street ♦ P.O. Box A ♦ Belmar, NJ 07719 ♦ 732-681-3700

Seasonal Beachfront Employment Application

♦ Please **PRINT** all information

♦ Incomplete applications will not be processed

Last Name: _____ First Name: _____
 Cell Phone #: _____ Alternate Phone #: _____
 Email Address: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Last 4 Digits of Soc Sec #: _____ Are you at least 18 years old? YES NO (If no, how old are you)
 Are you a Veteran? YES NO
 Emergency Contact: _____ Phone #: _____ Relation: _____

Please CHECK the Position or Positions That You Are Applying For: *Positions assigned based upon availability*

**Washroom
Attendant**

**Ticket Booth
Cashier**

**Ticket Booth
Relief**

**Gate
Attendant**

**Gate Relief
Walker**

Please CHECK Days of the Week You **ARE AVAILABLE** To Work:

SAT SUN MON TUE WED THUR FRI

Please Indicate the Number of Days You Would Like to Work per Week and at which post if returning employee:

You will be given enough shirts to cover the shifts assigned.

Please **CIRCLE SHIRT** Size: (Two button pullover with collar) **SM M LG XL XXL XXXL**

Please **CIRCLE JACKET** Size: (Staff Zippered Windbreaker) **SM M LG XL XXL XXXL**

Applicants with less than 4 years of employment with the beachfront staff are required to work at least one shift on the weekend. If the applicant can work both weekend day that will enhance their chances of being hired or getting their desired number of shifts. Limited spots are available each season.

- New hires will be notified by mail in April if hired. Our mandatory pre-season meeting will be in early May.
- Due to the large number of applicants, we can not notify by mail those who are not hired.
- All questions can be directed to the Beachfront Director at Beachfront@belmar.com

Have you been employed within the last 12 months? YES NO

If yes, where?

Date you are Available to Start Pre-Season	Date you are Available to Work Full Schedule
<i>Pre-Season Starts Memorial Day Weekend</i>	<i>Full Season Starts 3rd Week of June</i>

References – Name	Address	Phone

I have read the rules set forth on the back of this application and agree to abide by them as a condition of employment with the Borough of Belmar:

Signature: _____

Date: _____



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Rules and Regulations For All Beachfront Staff

1. Employees are required to be friendly, helpful, and courteous to all visitors. You are required to make eye contact and cheerfully greet everyone as they enter and thank them for coming when they leave.
2. Employees are required to keep their work area clean and free of litter. This means sweeping and picking up litter on the decking, stairs, ramps and boardwalk in front of your assigned gate all the way to the street. Gate relief persons are required to sweep the concrete areas and steps at each gate assigned.
3. Employees are required to be focused on their job and facing the visitors. Employees should not be distracted from their jobs therefore you are not allowed to read, use your phone, talk with your friends, listen to music with ear buds or earphones, etc. unless there are no patrons around at all. If you are seen doing this and ignoring any patron you will be warned once, then your employment will be terminated.
4. Employees are required to use the equipment supplied by the Borough of Belmar (i.e., umbrella, chair, etc.). Personal chairs are not allowed unless a supervisor has given you permission to do so. You must be facing the street side of the boardwalk –not the ocean side. Employees should never sit on the decking or railings
5. Employees are required to report for work on their assigned day regardless of the weather conditions. If, for any reason, employees are dismissed early, they will be paid only for those hours actually worked (minimum of 3 hours).
6. All employees are required to be at your sign in location by 8:45 AM every day and must sign in on Paylocity. If you arrive after that, you are late. If you are late more than once you will be warned and the next time your employment will be terminated.
7. You must be at your assigned gate or booth, set up, and ready to begin the workday by 9:00 AM. All Beachfront Staff are required to sign in on the Paylocity website or phone application.
8. For gate attendants, that means chairs setup and your umbrella up and secured. You should then make sure your area is clean and then begin sweeping the decking, steps, and ramps.
9. For ticket booth cashiers, this means laptops and wristbands for the day are setup and the window is open for selling badges.
10. For relief persons, this means assisting other staff members with the morning setup. Afterwards you must remain at the sign-in location until it is time to begin providing breaks.
11. You are not to leave your gate entrance until 4:45 or 5:45 unless directed by a supervisor to do so. Gate Relief persons are to assist other staff members in returning their equipment to the booths.
12. You are all to be properly dressed. No rips, tears and especially no stains
13. Tan, khaki or navy-blue shorts, pants or skirt – NO EXCEPTIONS. NEW uniform shirt – NO EXCEPTIONS. You will also be provided with a uniform hat and jacket should you wish to wear one while working
14. You are not to wear any of the old uniforms at any time. It your responsibility to make sure your uniform is clean and presentable. If hired, you will get adequate shirts based on the number of shifts you are assigned.
15. Employees are to be on time when returning from breaks
16. If you cannot work an assigned shift, you must find a replacement using the new substitute list. If you have an immediate emergency and you cannot call a replacement, call the beachfront director as soon as possible on the beach cell phone – do not email or text message. If you are not feeling well and do not think you can make it through the day – call a replacement.
17. If you leave the beachfront before the end of the day as stated above - you will be warned and the next time your employment will be terminated.
18. Employees are required to follow all Borough of Belmar regulations including paying for parking if they are parked along the boardwalk and not smoking on the boardwalk or beach. Smoking may only be done during your official break or lunch times.
19. No patron should enter the beach without a seasonal badge, a military ID, or a daily badge.
20. The use, possession, distribution, trade or sale of alcohol beverages or drugs while working for the Borough of Belmar, or while on the Borough's municipal premises, or being under the influence of alcohol or drugs during working hours or while on the Borough's municipal premises is strictly prohibited. The prohibition against reporting to work under the influence of alcohol or drugs includes reporting back to work after breaks or lunch. Any Borough employee engaging in such activity will be subject to serious disciplinary action, up to and including discharge.
21. Failure to comply with the work rules, job descriptions and expectations of employees outlined above will result in a warning from a supervisor. Failing to comply a third time will result in termination.

Signature

Date

By signing and dating this sheet I am indicating that I have read, and I understand, all of the rules and procedures I am required to follow as a condition of my employment