



RECREATION DEPARTMENT 2020 SUMMER EMPLOYMENT APPLICATION

Please read all information carefully! All summer seasonal positions are listed with job title, hours of operation and description of responsibilities. Complete the City of Waltham's application, CORI request form, and schedule an appointment for an interview. Please bring all completed forms with you to your interview.

Carefully read the entire application.

2019 Returning Staff - Returning employees do NOT need to schedule an interview, unless they are requesting a change in position. The completed application should be submitted to the Recreation Department, 510 Moody St. by **Friday, May 1, 2020**

New Applicants – New applicants will need to complete an application and are required to schedule an interview before **Friday, May 1, 2020!** Interviews can be scheduled by contacting the Recreation Department Office at (781) 314-3475. Interviews will be held at the Recreation Department Office, 510 Moody St. It is the responsibility of the applicant to schedule an interview.

All applicants must complete the enclosed CORI (Criminal Offender Record Information) Request Form. This form should be completed and submitted with your application. A copy of your ID, license or valid Passport is also required. If you are under 18 years of age, your parents must also sign the CORI request form.

New for 2020 – This summer season, program instructors will be assigned to only one summer program.

Review the attached list of summer positions to determine which one you are most interested in. Any questions you have about a position can be answered during your interview.

If selected for a position, you will be required to be certified in child CPR /First Aid/AED. If you are currently not certified, or need to recertify, a few scheduled classes will be offered. If you are unable to attend any of the scheduled classes, you must register for one at your own expense. All employees must be certified prior to the start of the summer season. Former employees will need to submit verification of certification. CPR/First Aid/AED certifications are valid for two years.

All 2020 available positions as described in this packet are dependent upon Fiscal Year 2021 budget appropriations. It may be necessary to adjust hours of employment, wages, and/or period of time applicants will be employed.

**Any questions? Call the Recreation
Department Office at 781-314-3475**

Waltham Recreation Department

During the summer months, the Waltham Recreation Department offers a variety of recreational programs for children entering kindergarten in September through grade nine.

Supervisory Staff must accept a full (8/9 weeks) summer commitment.

We have openings for supervisory staff, program instructors, lifeguards and spray park/mini golf attendants. Those applicants selected to fill vacancies help us provide enjoyable and memorable summer experiences to all participants in a safe, nurturing, and healthy environment.

The following is a list of available positions for 2020:

1. Supervisory Positions

Assistant Director for

Teen Tripz Program

(Participants are entering grades seven, eight, and nine)

Kaleidoscope Program

(Participants are entering grades one through six)

Summer Fun at Prospect Hill Program

(Participants are entering kindergarten through grade six)

LEAP Director

Teen leadership experience within the Summer Fun at Prospect Hill Program

(Participants are entering grades seven, eight, and nine)

2. Program Instructors

A) Teen Tripz Program

(Participants are entering grades seven, eight, and nine)

B) Kaleidoscope Program

(Participants are entering grades one through six)

C) Summer Fun at Prospect Hill Program

(Participants are entering grades kindergarten through six)

D) Art Adventures/DIY

(Participants entering one through nine)

3. Lifeguard/Swim Instructors at Summer Fun at Prospect Hill Program

4. Spray Park/Mini Golf Attendants at various locations

Summer Program Supervisors

Monday through Friday 8:30 a.m. – 4:30 p.m. June 15 through August 14 (9 weeks)

Assistant Director – Kaleidoscope Program
Assistant Director – Summer Fun at Prospect Hill Program
Assistant Director – Teen Tripz Program
LEAP Director – Summer Fun at Prospect Hill Program
(Leadership Experience Adventure Program)

Supervisory Staff are responsible for assisting with planning, organizing, implementing, and delivering full day summer recreational programs designed to serve Waltham youth between kindergarten and grade nine.

Supervisory Staff must demonstrate leadership skills necessary to ensure all program participants and staff members are safe and engaging in appropriate activities for their age and skill level.

Supervisory Staff assist full time Recreation Supervisors with a variety of tasks including proper supervision of seasonal staff members, registered program participants, and the delivery of a well balanced offering of summer recreational activities.

Supervisory Staff are required to assist full time Recreation Department staff members with program needs and organizational aspects of the program being offered including but not limited to the following:

- Providing a safe and healthy environment for all participants and staff; including modifying activities to be inclusive to all participants.
- Possessing the ability to supervise, direct, teach, and demonstrate skills to subordinates and engage in activities being offered to program participants
- Providing discipline as necessary, according to Recreation Department Policies and Procedures
- Program planning based on program goals, participants needs and for special assignments within weekly themes
- Supervising transportation needs, special events and field trips
- Effective communication with parents/guardians, program participants, program instructors and full time Recreation Supervisors
- Assisting with the schedule and regulating daily work assignments
- Accountability for equipment and facility security

Supervisory Staff must have knowledge of departmental standard practices and operating policies and procedures. They must have the ability to work independently and in combination with others as well as exercise good judgment in making decisions required on a daily basis.

Supervisory Staff may be required to cover work assignments of all other staff positions if the situation warrants.

These positions require an active, healthy and energetic person capable of working in summer weather conditions, primarily outdoors. The work environment may at times be very hot and humid, loud and noisy, and fast paced.

Lifeguards/Swim Instructor

Monday through Friday 9:00 a.m. – 4:00 p.m. June 22 through August 14 (8 weeks)

The Lifeguard/Swimming Instructors are positions with the Summer Fun at Prospect Hill Program. These positions work directly with program participants of the Pre-K, Summer Fun, and LEAP programs, program instructors, and supervisory staff members.

Lifeguards/Swimming Instructors are responsible for the following tasks in providing program participants with a well balanced swim program in conjunction with the overall full day recreational experience.

- Lifeguards/Swim Instructors must at all times supervise program participants and staff members in the pool area to provide a safe, clean, and enjoyable experience.
- General pool maintenance is required which includes testing the pool water for chlorine and PH levels, vacuuming the pool as needed, checking pool filter systems, and overall cleanliness of pool areas including deck, changing areas, and restrooms. Communicating to maintenance personnel of any apparent problems and discussing concerns with full time Recreation Supervisors.
- Daily tasks include a structured morning swim time for all program participants with an emphasis placed on pool safety, sun screen protection, and pool exercises. The afternoon session is more relaxed with free time for pool games and fun. In the event that the pool area is not accessible at the scheduled time due to maintenance or weather complications, Lifeguards/Swim Instructors must plan alternative activities.
- Lifeguards/Swim Instructors must also be aware of the dangers associated with inclement weather predictions and forecasts. Possible dangerous weather conditions such as; thunder, lighting, and similar conditions warrant quick, and responsive decision making. Instructors must be aware of the dangers and act accordingly.
- Lifeguards/Swim Instructors are responsible for coordinating the check in and out of each group at the pool with program instructors. It is important that no group be accepted or released without direct communication with each group's program instructor.
- Lifeguards/Swim Instructors are responsible for knowing where all children under their supervision are at all times, whether in the pool, changing area, restroom, or on the pool deck.
- Lifeguards/Swim Instructors are required to assume the duties and responsibilities of Program Instructor (see job description) if needed and instructed by full time Recreation Supervisors or Asst. Program Director.

Applicants are required to have the following certifications:

1. Current Valid Lifeguard/Life Saving Certification Required through an Accredited Agency

Program Instructors

Monday through Friday 9:00 a.m. – 4:00 p.m. June 22 through August 14 (8 weeks)

Program Instructors are required to:

- Provide quality supervision to Waltham boys and girls with an emphasis on the children's social, emotional, and physical well being
- Provide a safe atmosphere for participants and other staff
- Supervise and participate in a structured program that provides a balance of recreational activities in summer weather conditions, primarily outdoors
- Create and modify activities to best meet the age and skill of the participants in their assigned groups
- Demonstrate frequent and open communication with staff, participants, and parents

Program Instructors are responsible for program set up and clean up each day. They are responsible for the care of all supplies and equipment used.

Program Instructors report directly to the full time Recreation Supervisors and Assistant Directors.

Must be CPR/AED and First Aid certified by an authorized provider.

New for 2020 – Positions will be assigned to one program for the length of employment. Please ask any questions during the interview process regarding specific programs.

Positions Include:

Art Adventures/DIY Instructors: This program meets at the Waltham Community and Cultural Center, 510 Moody St. During the course of the day, instructors will be responsible for supervising a specific group of children, supervising self-directed activities, supervising and participating in whole group activities. At all times, instructors are responsible for the safety and well-being of all children in the program. Instructors are expected to adapt activities to meet the needs of the group, and are responsible for all supplies and equipment. They are also expected to assist the children with activities as well as in keeping all areas clean and neat. Instructors will assist with social skills; interaction with peers, participation in art projects, games, and other leisure activities. Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. This program is 9:00 a.m. to 3:00 p.m. and a commitment to all eight weeks is not required.

Kaleidoscope Instructor: The Kaleidoscope Program meets at the Fitzgerald Elementary School and the adjacent Monsignor McCabe Playground. Instructors work with children entering grades one through six. During the course of the day, instructors will be responsible for supervising a specific group of children, supervising self-directed

activities, supervising and participating in whole group activities and events, and once a week supervising a field trip. At all times, instructors are responsible for the safety and well being of all children in the program. Instructors are expected to adapt activities to meet the needs of the group, and are responsible for all supplies and equipment. They are also expected to, with the assistance of the children, keep all areas clean and neat. Instructors will assist with social skills; interaction with peers, participation in sports, games, other leisure activities, and daily organizational skills. Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. This program includes both indoor and outdoor activities. We look for instructors to be actively involved in all activities, including those that take place outdoors. This position includes supervision of the children while at the Water Spray Park.

Summer Fun Pre-K Instructors: The Pre-K Summer Fun Program Instructors are assigned to a program for children entering kindergarten in September. Instructors follow a pre-determined schedule of activities designed to meet the developmental stages and skill levels of this age group. Instructors will assist with social skills; interaction with peers, participation in sports, games, other leisure activities, and daily organizational skills. Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. A variety of activities are planned throughout the morning program both indoors and outdoors at Prospect Hill. A swim period is also incorporated into the program offerings. The extended afternoon program is an elected choice for parents. Afternoon schedules are less structured and more relaxed with free play time, group games, special craft, afternoon snack, and outdoor play. On excessively hot/humid days, additional water play is scheduled.

Summer Fun at Prospect Hill Instructor: Program Instructors are assigned to work in a multi grade level outdoor program held at Prospect Hill Park. Throughout the day, instructors will be engaged in facilitating and encouraging youth to participate in activities including sports, swimming, hiking, dancing, arts and crafts, games, nature activities, and a variety of special events. A schedule provides the instructor with the basic structure for a well balanced day. The instructor's responsibility is to adapt activities to be inviting and developmentally appropriate to the grade range they are working with. Instructors are responsible for assisting with maintaining supplies and daily set up and clean up of program areas. Instructors will be responsible for organizing and leading activities for their specific group and at times for all youth within the program. Instructors will assist with social skills; interaction with peers, participation in sports, games, other leisure activities, and daily organizational skills. Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. Middle School age youths participating in the (LEAP) Leadership Adventure Program are assigned to each group. Instructors work as mentors encouraging positive interaction, healthy communication and leadership development.

Teen Tripz: The Teen Tripz Program Instructors are assigned to supervise programming for teens entering grades seven, eight and nine. The primary role of instructors is to supervise teens on off-site field trips. The Instructors are expected to participate in everything and always be a positive role model. Instructors will assist with social skills; interaction with peers, participation in sports, games, other leisure activities, and daily organizational skills. Instructors will have to model appropriate social behavior, modify activities to meet the needs of the youth and the group, and facilitate social interactions, if necessary. Instructors will work to include all youth to the best of their ability within each activity throughout the day. This program is based out of The Waltham Community and Cultural Center at 510 Moody St., Monday through Friday. The Instructor will be supervising trips as well as running activities such as sports and art before and after daily field trips.

Spray Park/Mini Golf Attendants

*Monday through Friday 12:00 noon – 7:00 p.m.
June 22 through August 14*

Attendants are assigned to water spray parks at the following locations:

Lowell Field	Grove Street
McDonald Playground	Corner of Cutter and Newton St.
Lazazzero Playground	Lake Street
Monsignor McCabe Playground	Charlotte Road
Drake Playground	Hazel Street
Fitch Aquatic Spray Facility	Corner of Ash and Crescent Street
Graverson Playground	Pinevale Road
Bobby Connors Playground	Sunnyside Street

Spray Park facilities are open seven days a week. It is possible that facilities would open earlier in June if weather conditions warrant. The season may be extended beyond the August 14, 2020 date, if hot and humid conditions exist. Additional hours could be available weather depending.

Spray Park - Hours of operation
Subject to change, weather permitting.

Monday through Friday	10:00 a.m. – 7:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	10:00 a.m. – 5:00 p.m.

Spray Park Attendants are responsible for:

- Supervision of the facility
- Ensuring a safe environment for all participants
- Inspection of grounds prior to the start of the day and basic maintenance as necessary throughout the day.
- Effective communication with parents/guardians, users visiting the facilities, Recreation Department summer season staff and supervisors

Please review the list of facilities and mark your preference on the employment application. Assignments are provided at Orientation, prior to the start of the summer season.

Mini Golf/Amusements Attendant

Putt at Prospect Hill with Attractions is located at Prospect Hill Park. Attendants would help with supervision of attractions, amenities and the facility

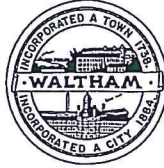
Hours of operation

Subject to change, weather permitting

Thursday/Friday	3:30 p.m. - 6:30 p.m.
Saturday/Sunday	12:00 p.m. – 6:00 p.m.

Additional hours include special events each Thursdays from 3:30 p.m. – 8:30 p.m.

CITY OF WALTHAM
 POSITION
 119 School Street
 Waltham, MA 02451
 (781) 314-3355
 Fax (781) 314-3358



EXEMPT/PROVISIONAL

CIVIL SERVICE APPLICATION

CIVIL SERVICE # _____

Please print or type **Affirmative Action/Equal Opportunity Employer** **Today's Date:**

Personal Information

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

Home Address (no. & street, apt) _____ (city) _____ (state) _____ (zip) _____

Home Phone (include area code)	Cell Phone (include area code)	Eligible to work in U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Security No.
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Previously Employed by CITY OF WALTHAM? Yes <input type="checkbox"/> No <input type="checkbox"/>	Department & Position	Email address	Are you at least 18 yrs of age? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Education and Academic Record

College/School/Business/Tech	Location	Dates		Course/ Major	Degree		GPA
		From	To		Type	Year	

High School	Location	From	To	Course/ Major	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	GPA

List Any License(s) and/or Certification(s) Required or Related to Position Applying For:
 Type: _____ Number: _____ State: _____ Expiration Date: _____

Type: _____ Number: _____ State: _____ Expiration Date: _____

Foreign Language Proficiencies	Personal Achievements

Military Service – Please provide a copy of DD214 for Civil Service positions

Branch and Organization	Veteran Status Yes <input type="checkbox"/> No <input type="checkbox"/>
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Specialized Training _____

Are you the widowed, unremarried spouse or parent of a veteran who died from a service connected disability incurred during wartime service?
 Yes No

Employment Preference

Type of Employment Desired	Date Available
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Work Preferred:	First Choice	Second Choice
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I will accept: Full Time Yes <input type="checkbox"/> No <input type="checkbox"/>	Part Time Yes <input type="checkbox"/> No <input type="checkbox"/>	Temporary Yes <input type="checkbox"/> No <input type="checkbox"/>
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Do you have any relatives who are City employees? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide name and department
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PLEASE COMPLETELY FILL OUT BOTH THE FRONT AND BACK OF THIS FORM – USE ADDITIONAL SHEETS IF NECESSARY

**Employment History (Every section must be completed in full)
(Please list your three most recent positions)**

May we contact your present employer? Yes No

Company		Type of Business	
Telephone	Address		
Position	Department	Hours per WK	Supervisor
Start Date	Date Left	Reason for Leaving	

Duties/Major Accomplishments

Company		Type of Business	
Telephone	Address		
Position	Department	Hours per Wk	Supervisor
Start Date	Date Left	Reason for Leaving	

Duties/Major Accomplishments

Company		Type of Business	
Telephone	Address		
Position	Department	Hours per Wk	Supervisor
Start Date	Date Left	Reason for Leaving	

Duties/Major Accomplishments

References (list three below, no relatives, preferably supervisory/business)

Reference Name/Relationship	Telephone	Firm Name	Address

Read Carefully Before Signing

I certify that the above information is true and complete to the best of my knowledge; any misrepresentation of information on this application may be reason for immediate dismissal. I authorize you to review my character and ability to perform the job for which I am applying. I understand that in carrying out the review, reports may be solicited from previous employers, schools, credit bureaus, Registry of Motor Vehicles, personal and other references, but that no attempt will be made to contact my present employer or law enforcement agencies to see if I have been convicted of a felony unless specifically authorized by me to do so. I hereby release them from all liability for damages for providing this information. I also recognize that I will be required to complete the City's employment forms, complete and pass a pre-employment physical and complete and pass pre-employment drug/alcohol testing as well as a probationary period. It is unlawful in Massachusetts 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.

Note: Labor Service registration is valid for five years and is subject to all provisions of Civil Service Law and Rules. If you wish to renew your registration for one five year extension, you must notify the City of Waltham Personnel Department in writing no earlier than six months before, or no later than six months after the fifth anniversary of your registration. Failure to provide such notification will result in removal from the Labor Registration List.

Signature of Applicant _____ Date _____

**WALTHAM RECREATION DEPARTMENT
SUMMER EMPLOYMENT APPLICATION**

Name: _____

Cell Phone Number: _____ Email Address: _____

School Currently Attending: _____ Grade Level: _____

School Attending, Sept. 2020 _____ Grade Level: _____

Preferred T-shirt size _____

I _____ (Your Signature) understand that I accept and will adhere to the Recreation Department's policies and procedures and the code of conduct.

Explain why you are applying for this position and what you could offer to the children of Waltham:

Those applicants previously employed (summer of 2019) by the Waltham Recreation Department and recommended for rehire by their supervisors, are not required to have an interview, unless they would like to change positions.

*** ALL NEW APPLICANTS MUST MAKE AN APPOINTMENT FOR AN INTERVIEW ***

Appointments for interviews can be made at the Recreation Department office, Monday through Friday, from 8:30 a.m. to 4:30 p.m., or by calling (781) 314-3475 during business hours.

NO APPLICANT CAN BE CONSIDERED FOR EMPLOYMENT WITHOUT FIRST FILING A COMPLETE APPLICATION AND BEING INTERVIEWED.

Please select the position you are applying for on the back side of this form.

Please choose the position you are most interested in.
Then select in order of priority #1, #2, etc. your preferred position/location.

	<p>SUPERVISORY POSITIONS</p> <p>_____ Assistant Director Summer Fun</p> <p>_____ Assistant Director Kaleidoscope</p> <p>_____ Assistant Director Teen Tripz</p> <p>_____ LEAP Director</p>
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	<p>LIFEGUARD/SWIM INSTRUCTOR</p>
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	<p>PROGRAM INSTRUCTOR POSITIONS</p> <p>_____ PROGRAM INSTRUCTOR KALEIDOSCOPE</p> <p>_____ PROGRAM INSTRUCTOR SUMMER FUN</p> <p>_____ Pre-K _____ Summer Fun _____ Arts & Crafts</p> <p>_____ PROGRAM INSTRUCTOR ART ADVENTURES/DIY</p> <p>_____ PROGRAM INSTRUCTOR TEEN TRIPZ PROGRAM</p>
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	<p>SPRAY PARK/MINI GOLF ATTENDANTS</p> <p>_____ Bobby Connors Playground (Sunnyside Street)</p> <p>_____ Drake Playground (Hazel Street)</p> <p>_____ Fitch Aquatic Spray Facility (Corner of Ash and Crescent Street)</p> <p>_____ Graverson Playground (Pine Vale Road)</p> <p>_____ Lazazzero Playground (Lake Street)</p> <p>_____ Lowell Field (Grove Street)</p> <p>_____ McDonald Playground (Corner of Cutter and Newton St.)</p> <p>_____ Monsignor McCabe Playground (Charlotte Road)</p> <p>_____ Mini Golf/Attractions Attendant (Prospect Hill Park)</p>
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*The summer season is eight weeks; June 22 – August 14, 2020.
It is highly encouraged that the applicant can work all
eight weeks of the summer season.*

1	June 22 – June 26	5	July 20 – July 24
2	June 29 – July 2	6	July 27 – July 31
3	July 6 – July 10	7	August 3 – August 7
4	July 13 – July 17	8	August 10 – August 14

Please note if you will have a scheduling conflict. No other additional time off will be considered. _____



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services 200
 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
 MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization .

**Criminal Offender Record Information (CORI)
 Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ City of Waltham _____ is registered under the
 (Organization)
 provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to
 _____ City of Waltham _____
 (Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____ City of Waltham _____
 (Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that _____ City of Waltham _____ may conduct
 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services
 200 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
 MASS.GOV/CJIS



SUBJECT INFORMATION
 Please complete this section using the information of the person whose CORI you are requesting.
 The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____
 * Last Name: _____ Suffix (Jr., Sr., etc.): _____
 Former Last Name 1: _____
 Former Last Name 2: _____
 Former Last Name 3: _____
 Former Last Name 4: _____
 * Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____
 * Last SIX digits of Social Security Number: _____ -- _____ No Social Security Number
 Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____
 Driver's License or ID Number: _____ State of Issue: _____
 Father's Full Name: _____
 Mother's Full Name: _____

Current Address

* Street Address: _____
 Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date