



**China Region Lakes Alliance (CRLA)  
2020 Employment Application**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

What is the best way to contact you (Circle one below)

**Email.                      Cell Phone                      Home Phone                      Alternate Phone**

**In 2020 the CRLA will be operating only one program, the Courtesy Boat Inspection (CBI) Program. The CBI Program will operate at boat launches on China Lake, Webber Pond and Three Mile Pond at the following times: Friday afternoons into early evening, and up to 8 hour shifts on Saturday and Sunday. The CBI Program focuses on inspecting boats and boat trailers for invasive aquatic plant species (e.g. Milfoil, Hydrilla, etc.). Work will be dependent on the weather. Note: CRLA's Youth Conservation Corps (YCC) will not operate in 2020.**

**Your safety and well-being are vital to the CRLA. Based on current conditions, Federal and State COVID-19 guidelines will be followed during the operation of the 2020 CBI Program.**

**Please answer the following questions:**

- 1.) Have you ever worked for the CRLA in the past? **YES / NO**
- 2.) How many years did you work for the CRLA? \_\_\_\_\_
- 3.) Did you work for the CRLA in 2019? **YES / NO**
- 4.) Did you work for the CBI or YCC Program? **CBI / YCC**
- 5.) Is this your first job application with the CRLA? **YES / NO**
- 6.) Are you willing to work holidays? **YES / NO**
- 7.) If all positions are filled, would be available to work as an alternate to fill-in when people are absent? **YES / NO**

**EMPLOYMENT BACKGROUND:** If you have no previous work experience, skip to the next page and see Educational Background. \*CRLA may contact your present/past employer and/or school before making an offer of employment.

**Present or Last Employer:** Company Name: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**Next Previous Employer:** Company Name: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**Educational background:** High school \_\_\_\_\_ How many years? \_\_\_\_\_  
College \_\_\_\_\_ How many years? \_\_\_\_\_

**General Questions:**

During this COVID-19 pandemic, name two things that you have missed doing the most:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

As a result of the COVID-19 pandemic, name two (2) things that you think might be changed forever:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**Why are you interested in this Courtesy Boat Inspection employment?**

**Work schedules will be posted by mid-week for the CBI weekend shifts. CBI staff is responsible to get to and from work so you will need to make sure of when you are working and be on time to your shift.**

**Circle all that apply:**

- a) I have my driver's license.
- b) My parent(s) will drive me to work.
- c) I will get a ride with a coworker or friend.
- d) I will walk to work.
- e) I will ride my bicycle.
- f) Other (explain) \_\_\_\_\_

**If you are unable to work an assigned shift, CRLA's policy is that you must contact the CBI Director at least 24 hours before your scheduled shift begins. It is helpful to work with the CBI Director to find a replacement. It is also CRLA's policy that multiple, or repeated, or unexcused absences cannot be tolerated. Unless it is an emergency, if you need time off it must be requested at least a week in advance to allow for scheduling adjustments.**

**Do you understand the above policies and agree to comply? YES / NO**

I certify that the information contained herein is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**SPECIAL INSTRUCTIONS: WORKER’S PERMIT**

**Minors under age 16 are required to get a worker’s permit before starting work.**

**If hired, will you need to obtain a worker’s permit?      YES / NO**

**\*\*\*How does a minor obtain a work permit?**

A work permit is required for minors age 14 and 15. The permit can be filled in online and printed. The minor submits the form to their area superintendent with the job offer and parental signature sections completed. The superintendent submits the application to the Bureau of Labor Standards for approval. The minor cannot work until the permit is approved. Minors can have one active permit during the school year and can have two during the summer. This process is described in more detail in our [Guide to Maine Laws Governing the Employment of Minors](#).

**If you need a work permit, you will obtain it after the job is offered to you but before you start and/or train. You cannot train without obtaining the work permit.**

**Applications must be submitted by Saturday June 6, 2020 by 11:00 AM (EST)**

Please return your completed application to the municipal drop box at:

**Town of China 571 Lakeview Drive, China, Maine 04358**

**Questions? Call (207) 200-8361 & leave a message.**



## **Invasive Aquatic Species Program** **COVID-19 Guidance: Courtesy Boat Inspections**

**To:** Organizations conducting boat inspection programs  
**From:** Maine Department of Environmental Protection Invasive Aquatic Species Program  
**Re:** Courtesy Boat Inspection Program in 2020  
**Date:** May 1, 2020

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The Maine Department of Economic and Community Development (Maine DECD) has determined that “work performed by boat inspectors to prevent the spread of invasive plants...is considered an essential business or operation...” Please see attached April 17, 2020 letter from DECD Commissioner Heather Johnson detailing the determination.

This memo provides guidance considering COVID-19 for Courtesy Boat Inspection (CBI) programs and inspectors. The following includes general guidance from the Centers for Disease Control and Prevention (CDC) and guidance specific to CBI programs from DEP.

All boat inspectors must follow this general guidance from the CDC:

- **Stay home when sick even if mild symptoms.** COVID-19 symptoms include fever, dry cough, difficulty breathing, chills, headache, loss of taste or smell ([check https://www.coronavirus.gov/](https://www.coronavirus.gov/) for [updated list of symptoms](#)). Additionally, stay at home if someone in your household has tested positive for corona virus.
- **Avoid close contact.** Observe social distancing by maintaining at least six feet between yourself and others.
- **Cover your mouth and nose with a cloth face cover when around others.** You could spread COVID-19 even if you do not feel sick. This may protect other people in case you are infected. See also *Guidance for Inspectors* below regarding face coverings.
- **Cover your mouth and nose when coughing or sneezing.** Cough into you elbow or a tissue.
- **Clean your hands often.** Wash hand with soap and water for 20 seconds. If using hand sanitizer (must contain 60% alcohol or more), rub hands until dry.
- **Avoid touching your face, especially eyes, nose, and mouth.**
- **Disinfect frequently touched items and surfaces.** Using an approved sanitizer, wipe down common surfaces such as chairs, clipboards, tables, etc. **Alcohol solutions with at least 70% alcohol may also be used.**

For complete CDC COVID-19 recommendations please use this link:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>