

## **Application Procedure**

Applicable job openings within the Town Departments will be submitted to the Selectmen's Office. Individual applicants will submit an application with the Assessors' Office to determine eligibility. Approved applicants will then be submitted to the department with the job opening.

As the applicant works on the job, the department supervisor will track the applicant's time using the timesheet provided. A copy of the timesheet will be submitted to the Council on Aging to be kept on file.

Near the end of the calendar year (October), the Council on Aging will tally all senior work-off hours by applicant, and have the total time verified and approved by the departments the applicant worked for, and give this to the Assessor's Office. The Assessor's Office will then issue a letter, with copies to the applicant, the departments worked, the Town Accountant, and the Town Collector, stating the total number of hours worked and the total dollar amount of the credit to be applied for each applicant.