



To: Fort Myers Beach Town Council

Subject: Town Manager Position

Date: December 31, 2009

From: Thomas M. Van Oyen

(248) 894-9193

2522 Cottage Ave.

Fort Myers Beach

FL, 33931

Town Council Members,

It has come to my attention that you are in need of an individual to fill the position of town manager. I feel that I am an excellent individual for the position and can do a lot of positive things for the town and surrounding areas.

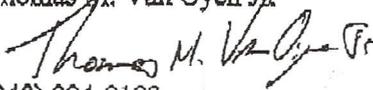
My family has owned a wonderful parcel of land on the beach for the past 16 years and I have loved the area since. It is such a beautiful spot and I would feel privileged to be able to maintain/protect it. I have been living on the Island for the past 4 years and have participated in as many activities as I was able. I have attended Council meeting and spoke my opinion on different topics that arose in the past and have thus voted on them.

I feel that my past experience as a Construction Manager would greatly support the position and I have been also taking Graduate classes in my spare time for additional education. I have a great eye for things that need to be done and I am the self-motivated, proactive person that can see them through.

I hope you consider me for the position.

Thank you,

Thomas M. Van Oyen Jr


(248) 894-9193

tomvanoyen@yahoo.com

Thomas M. Van Oyen

tomvanoyen@yahoo.com

2522 Cottage Ave.

Ft. Myers Beach FL 33931

(248) 894-9193

OBJECTIVE

Construction Manager capable of supervising multiple projects, scheduling, and estimating residential and commercial jobs. Experienced understanding of the importance of safety and teamwork in the construction industry.

EDUCATION

Master of Construction Engineering Management Exp. August 2010

Lawrence Technological University

Bachelor of Science Degree May, 2004 - Ferris State University

Major: CONSTRUCTION MANAGEMENT AND TECHNOLOGY

CERTIFICATIONS

-OSHA 30 Hour Certificate in Construction Safety and health

-CAD 471 Hour Certificate

-Certified Rough Terrain Forklift and Man Lift operator

SOFTWARES

Timberland scheduling, Sure-track scheduling, On-Screen Estimating Software, Microsoft office, Outlook, Word, Excel, Access, PowerPoint, Digital photography, CAD, and Internet applications

EXPERIENCE

Empire Builders, Naples FL, 2006-2008

General Superintendent *Supervised 20, 3-story condo buildings

*Conducted construction meetings

*Built multi-million dollar custom houses

*Understanding of good trade relationships

Safety Director *Conducted Jobsite safety meetings and training

*Enforced Policy

*Introduced a reprimanding system for enforcement

*Documented job site incidents and filed reports

Pulte Homes of Michigan, Livonia, MI 2005-2006

Superintendent *Back-end home production

*15-20 homes in production at a time

*Customer Service Certified

*Knowledge of: Pulte E-schedule & P.O. System

Rockford Construction, Belmont, MI 2004-2005

Superintendent *Supervised multiple projects

*Scheduled meetings

*Ordered material

*Documented construction process

*Conducted safety meetings

VanOyen Masonry Company, Commerce Township, MI 1995-1998

Mason Foreman * Installed block walls

* Brick and stonework

* Supervised two, six man crews

PERSONAL AND PROFESSIONAL ACCOMPLISHMENTS

Recipient: Second place in M.I.T.E.S. Competition; completed a full set of CAD residential drawings.
* The house was actually constructed 1997-1998

Member: Associated Construction Students at Ferris State University
* Student chapter of the Associated General Contractors, Construction Management Association of America 1998-2002

References: Available upon request

Town of Fort Myers Beach Application for Employment

You must show original social security card prior to employment
EQUAL OPPORTUNITY AND AT WILL EMPLOYER
Position Open Until Filled

It is important that you answer all questions on this application fully and truthfully. Failure to do so may delay consideration for employment or result in loss of employment opportunities.

Town of Fort Myers Beach
2523 Estero Blvd
Fort Myers Beach, FL 33931

Phone # 239-765-0202

FAX # 239-765-0909

Items marked with asterisk (*) are required fields. Type NA if something does not apply to you. You must complete a separate application for each position for which you are applying.

*Position Title: Town Manager *Reference #: _____
* Last Name: VAN Oyen *First Name: Thomas *Middle: Mark
*Street Address: 2522 Cottage *City: Ft. Myers Beach *State: FL *Zip: 33931
*Home Phone: 239-463-7922 *Cell Phone: 248-894-9193 *FAX #: NA
*E-Mail Address: TOM.VANOYEN@Yahoo.com

Have you ever been employed under any other name(s)? Yes ___ No X If yes, please explain: _____

Are you legally eligible for employment in the United States? Yes X No ___

Salary expected: 85K Annually Date you can begin: ASAP

How did you learn about this position? Local Media

DRIVING RECORD

Driver's License Number: V550-833-79-412-0 Driver's License Type: E

State: FL Expiration Date: 11/12/2013

1. Have you ever had your driver's license suspended or revoked? Yes ___

No X

2. Have you ever been convicted of any offenses other than minor traffic violation(s)? Yes ___ No X

If yes, please explain:

NOTE: Reckless driving and driving under the influence are considered to be criminal traffic violations.

Town of Fort Myers Beach
Application for Employment
page 2

EDUCATIONAL BACKGROUND

High School/GED Name & Location:

Lakeland High School White Lk MI
Did you graduate? Yes No

College Name & Location:

Ferris State University Big Rapids MI
Did you graduate? Yes No Degree: Bachelor Major Management
Subject Construction
Dates attended: From: 8/15/98 To: 5/13/04
MM/DD/YY MM/DD/YY

Vocation/Business Name & Location:

Oakland Technical College
Did you graduate? Yes No Degree: _____ Major Subject
Architecture
Dates attended: From: 9/1/96 To: 6/8/98
MM/DD/YY MM/DD/YY

Other Education Name & Location:

Lawrence Tech University
Did you graduate? Yes No Degree: Masters Major Subject:
Construction Engineering
Dates attended: From: 8/16/08 To: Present
MM/DD/YY MM/DD/YY

Certifications:

OSHA-30hr / Heavy Machinery Operator Cert.

Do you speak a language other than English? Yes No If yes, what language(s) do you fluently speak and write?

EMPLOYMENT HISTORY

This section must be completed even if a resume is attached. Beginning with your PRESENT or most recent employment, list in reverse order all periods of employment time you changed jobs or your title changed should be listed as a separate period. Be sure to describe your military experience, if any. Describe in detail your specific duties beginning with your primary duties.

Employer: Empire Builders Address:
Naples, FL

Your job title: General Superintendent Supervisor's name & title:

Robert Steffen

Date of hire: 3/06 Date of leaving: 6/07 Total months/hrs: _____ Hours/wk: _____

Reason for leaving:

Decrease in Production Construction

Describe your duties:

Manage Day to Day activities of Construction Trades. Schedule, Payment, and Coordination of Subcontractors. Direct Mediator between Owners, Subcontractors and the Home office.
Conduct Safety/Construction Meetings.

May we contact this employer? Yes _____ No X

Town of Fort Myers Beach
Application for Employment
page 3

Employer: Empire Builders Address:

Naples, Florida

Your job title: Safety Director Supervisor's name & title:

Fritz Sullivan

Date of hire: 3/06 Date of leaving: 6/07 Total months/hrs: _____ Hours/wk: _____

Reason for leaving:

Same as Above.

Describe your duties:

Enforce Company Policies as Described by the OSHA Construction Safety Guidelines. Conduct Safety Meetings and Coordinate Safety training activities.
Work with Safety officials on & off site.

May we contact this employer? Yes _____ No X

Employer: Palte Homes Address: _____
Birmingham, Michigan
 Your job title: Superintendent Supervisor's name & title:
Scott Milliken
 Date of hire: Jan 05 Date of leaving: March 06 Total months/hrs: _____ Hours/wk: _____

Reason for leaving:
Downsizing of area communities.

Describe your duties:
Schedule Day to Day activities of Production Housing. Coordinate and schedule Subcontractors. Punch-out list's development and completion.

May we contact this employer? Yes No

Employer: Rockford Construction Address: _____
Grand Rapids Michigan
 Your job title: Traveling Superintendent Supervisor's name & title:
John Martenson
 Date of hire: 6/04 Date of leaving: 12/04 Total months/hrs: _____ Hours/wk: _____

Reason for leaving:
Not the right fit for me.

Describe your duties:
Travel From location to location to build Commercial Retail buildings. Schedule Obtain and Coordinate trades/Subcontractors to Perform Work duties.

May we contact this employer? Yes No

Town of Fort Myers Beach
Application for Employment
Page 4

List all residences for the past 10 years:

<u>2522 cottage Ave FL/1297 Lilac MI</u> <u>Ft. Myers Beach</u>	From: <u>6/08</u>	To: <u>Present</u>
MM/YY		
<u>2522 Cottage Ave. FL. 33931</u> <u>Ft. Myers Beach</u>	From: <u>2/06</u>	To: <u>6/08</u>
MM/YY		
<u>9988 Sadlock, Whitelle MI</u>	From: <u>5/04</u>	To: <u>3/06</u>
MM/YY		
<u>Ferris State University Big Rapids MI</u>	From: <u>Aug 98</u>	To: <u>5/04</u>
MM/YY		

Pursuant to Chapter 119, Florida Statutes, job applications, employment files & records are considered public domain open to inspection.

Please Read Carefully Before Signing
APPLICANT'S CERTIFICATION AND AGREEMENT

I UNDERSTAND AND AGREE that, except as specifically prohibited by state law or town ordinance or regulation policies and procedures do not create any property rights in employment; and that employment may be terminated by either the employee or the Town with or without cause.

I CERTIFY that all information given out in this employment application, in related documents and in all interviews is true and correct. I understand that the Town may make a thorough investigation of my character, reputation, past employment and other relevant history. I authorize the giving and receiving of any such information requested by the Town including financial and credit records and hereby relieve and release all former employers and their agents of any liability for any information they may give to the Town. I also authorize educational institutions to furnish any records of my education, coursework and/or degrees granted while attending that institution. I hereby waive any rights or claims I may have whether present developed or not against the Town or its agents or employees arising out of or resulting from the release, authorized or unauthorized, of the following information received pursuant to or in connection with the Town's handling, processing, investigation, etc., of my application for employment with the Town.

I UNDERSTAND that if hired, I will be placed on a 6-month probationary period. I further understand that if in accordance with the Florida Statute §443.131(3)(a)(2), I am terminated for unsatisfactory work performance within 3 months, the employer's unemployment account shall not be charged for any unemployment benefits paid to me.

I AGREE that if the Town employs me, a future potential employer may contact the Town or its representatives concerning my work record and my work performance at the Town. I hereby consent to and authorize persons employed by the Town to divulge any and all information they consider relevant to any person representing himself/herself to be an employer or potential employer of mine with respect to my work record and/or performance of my job at the Town. I understand that all information provided herein is public record and is subject to review upon request.

I AGREE to submit to any appropriate testing, including to determine the presence of alcohol or illegal controlled substances in my body, under whatever policies or procedures the Town has in effect at the time testing is required.

I AGREE to pre-employment testing if requested and understand that failure to meet any job-related medical and/or health requirements for the position(s) may prevent employment by the Town.

I UNDERSTAND that all employees who do not have a written employment contract with a limited and specified duration are employed at the will of the Town and that all offers of employment are contingent upon successful completion of all background investigations; which may include, but are not limited to, employer and non-employer references and, where applicable, pre-employment testing.

Town of Fort Myers Beach
Application for Employment
Page 5

I UNDERSTAND that the Town will not tolerate sexual and any other form of unlawful harassment. I understand that I have the affirmative obligation to report incidents and participate in any investigation as requested. I also understand that unlawful harassment is grounds for disciplinary action up to and including immediate dismissal.

I UNDERSTAND that falsification of any information so given or other information, that either singly or cumulatively, would tend to negatively impact the hiring decision discovered as a result of any background check or investigation may be grounds for not hiring an applicant or may subject me to immediate dismissal if employed.

I AGREE that if hired by the Town, upon termination of employment, I shall return all Town property.

APPLICATION DISCLOSURE

I UNDERSTAND that pursuant to the requirements of the fair Credit Reporting Act, a consumer report may be made in connection with my application for employment. If I am denied employment, either wholly or partly, because of information contained in a consumer report, a disclosure will be made to me of the name and address of the consumer-reporting agency making such a report. I will also receive a copy of the report and a statement of my consumer rights. I have read the above notice and understand what it means. I hereby authorize the procurement of a consumer report for employment purposes at the time of my application or if hired at anytime during my employment with the Town.

To Be Completed at the Time of Interview

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: _____

By typing I AGREE in the box below, you agree to the statements above and authorize the Town to

perform any checks necessary to verify your eligibility for employment. _____

Please verify for accuracy before submitting.