



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12533
845-227-5783 845-227-9685F

recdirector@townofbeekmanny.us www.beekmanrec.com



Procedure for Physical and Drug Test

1. As soon as you receive an email Offer of Employment, call TEK at 226-3045 to schedule a physical and drug test **TO BE CONDUCTED** within 3 days of the email offering the position.
2. Bring with you:
 - a. Photo ID
 - b. \$100 cash or check – NO CREDIT CARDS!
 - c. The completed TEK Physical and Drug Test Form
 - d. The completed Medical Release form signed by you and your parent/guardian if you are under 18

Information about your Physical

After the physical TEK will mail Beekman Rec a note that says one of the two things:

- Clearance that (your name) is physically cleared to do (job you are offered). Or
- (your name) is not medically cleared to do (job you are offered)
- Beekman Rec will not be told why any particular individual is not cleared

Information about your Drug Test

- If you are taking a prescription medicine and test positive for any particular drug that TEK is screening for, the lab (not TEK) will call you directly and give you the opportunity to provide prescription number, and some other information on any drugs you may legally be taking. If those documents are provided and acceptable, the test for that particular drug is considered a negative
- After the Drug test TEK will mail Beekman Rec:
 - Employer copy of drug test form with your signature for proof you actually took it
 - Front cover report indicating positive or negative for each drug

Procedure to be reimbursed for Physical and Drug Test

1. Applicant: Pass the drug test and physical, turn in all the forms listed on your check list, attend all required training, and be available to work all the dates you agreed to
2. TEK: mails Beekman Rec an acceptable physical and drug test
3. Rec staff: will voucher the Town to cut applicant a check for \$100 when the summer is over provided #1 and #2 are done