

# Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

## Personal Information

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

## Employment Desired

POSITION	DATE YOU CAN START
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE WHEN

## Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

## General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			



The following is not a complete listing of duties and activities and they may change or new ones may be assigned .

### Street Department Laborer

Work is normally performed outdoors. The employee will be exposed to dirt, dust, rain, sleet, extreme cold, extreme heat and foul odors. Perform extreme physical labor for extended periods of time under all weather conditions, in vehicular traffic and under hazards of tools and equipment. Work requires sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50lbs and to carry objects weighing more than 50lbs with assistance. Residential and commercial trash collection is two days a week, also on Labor Day weekend Saturday, Sunday, Monday. Mowing, weed eating, cutting trees, weekly yard waste collection, leaf collection in fall, clean catch basins, plowing snow, patch pot holes, maintain vehicles and equipment, building maintenance .In case of emergency, on call 24-7, Holidays included

Minimum Requirements: High School diploma or GED equivalent. Must have valid driver's license with good driving record and possess a class B CDL before 6 months probationary period is over

Be able to perform general cleaning and maintenance tasks necessary to keep vehicles, equipment and tools in operable condition. Which includes inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing and cleaning equipment. Take the initiative to identify and report problems to supervisor.

Perform all work duties in accordance with Village policies. Perform assignment using appropriate safety equipment and protective gear. Be able to operate chainsaws, sledge hammers, post driver, weed eater and other various mechanized and non-mechanized tools. Vehicles such as trash truck, dump trucks, front end loader, snow plow, leaf machine, zero turn mower. Must be able to effectively communicate with the public and other employees. Have ability to follow oral and written instructions.

Physical condition and strength to perform manual labor including repetitive heavy lifting, loading, climbing over a continuous period of time. Sufficient personal mobility, stamina, flexibility, to perform maintenance and operations that require bending, stooping, stretching, and other physical exertions.

Ability to pass pre-employment and random drug testing. Starting Pay \$16.00 per hr. with .50 increase after 6 month probation and .50 increase when required CDL is obtained which must be done in 6 months from date of hire. Pay is bi weekly, 10 paid Holidays, accumulate 5 hrs. sick time per pay. After one year employment -10 days paid vacation days and 3 personal days .Paid Family health insurance with fully funded HSA (subject to change in the future), OPERS retirement

Deadline for applications is October 13th