

Application for Employment

PARADISE TOWNSHIP

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions, or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume"). Applications with missing information will not be considered for any position.

Today's Date	Name (Last, First, Middle):	Other names under which you have attended school or been employed:
Street Address:	City, State & Zip:	
Are you eligible to work in the United States?	___ Yes ___ No	
Are you 18 years of age or older?	___ Yes ___ No	If NO, what is your current age?
Are you currently employed?	___ Yes ___ No	If YES, what is your current job title & department?
Have you ever been employed by Paradise Township?	___ Yes ___ No	If YES, dates of employment & reason for leaving:
Are you related to any current Paradise Township employee?	___ Yes ___ No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license/commercial driver's license?	___ Yes ___ No	If YES, State of issuance, license#, and expiration date:

EDUCATION

Name of School	City/State	Did you Graduate	If No, # of years left to graduate	Degree received/Major
High School:		___ Yes ___ No		
GED:		___ Yes ___ No		
Other School:		___ Yes ___ No		
College:		___ Yes ___ No		
College:		___ Yes ___ No		
College:		___ Yes ___ No		

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and not your level of proficiency (basic, intermediate, expert).

WORK EXPERIENCE: Please detail your work history. Begin with current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume".

Dates Employed (most recent position) From: To:	___ Full time ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed: From: To:	___ Full time ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

Dates Employed From: To:	___ Full time ___ Part time If part time, # hrs./week ___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed From: To:	___ Full time ___ Part time If part time, # hrs./week ___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

PLEASE READ CAREFULLY THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed, I will be required to furnish proof of eligibility to work in the United States.

Applicant Signature: _____ Date: _____

EQUIPMENT OPERATOR

GENERAL DESCRIPTION: This is a skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of Township vehicles, equipment, and manual labor.

Reporting Responsibility: The employee reports and receives work assignments from the Roadmaster/Roadcrew Foreman and Assistant Roadcrew Foreman as needed.

Essential Duties: Equipment - drives trucks, snow removal, operates heavy equipment such as front end loader, roller, grader, backhoe, sweeper, and other Township owned equipment.

General Job Requirements:

Maintain/repairs roads, paves/patches roads
Make minor repairs to equipment including changing tires
Cleaning and repairing of stormwater inlets and pipes
Installation and repair of street signs
Installation and repair of guide rails
Remove trees and/or branches from roadways
Tree trimming/planting/removal
Mowing/brush clearing
General cleaning and washing of vehicles and equipment
General clean up of garage and work area
Light carpentry work
Snow and ice control (Plow/apply salt, cinders, etc.)
Assist in traffic control
Maintains/repairs park facilities
Perform other tasks as assigned

PHYSICAL DEMANDS: - The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 70 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc. The employee works

outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, fumes, water, cold, heat, snow, and rain. In addition, the employee must be able to drive all Township trucks and operate the following equipment; rubber-tired loader, backhoe, roller, mowing tractors, zero radius mowers, chain saws, pumps, and air compressors. The employee must be able to use a level, a ruler, or other measuring equipment and basic hand tools.

REQUIRED EDUCATION AND EXPERIENCE: - The employee should have a high school diploma or equivalent and at least 6 months experience, in a construction or Public Works job entailing duties similar to those required for this position.

REQUIRED SKILLS

The employee must be able to read and write at a high school level, reason and solve problems.

The employee interacts with residents frequently and is often in the public eye and must act accordingly.

The employee must be able to drive all township trucks and operate all township public works equipment.

Ability to understand and follow oral and written instructions

Ability to work independently without constant supervision

Ability to perform a variety of manual tasks

Ability to work in excess of eight (8) hours per day

Ability to respond to call out at any hour of any day or night

REQUIRED LICENSES: - CDL Class A with Air