

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: _____

MAINTENANCE LABORER

GENERAL DESCRIPTION:

Regular hours will be 7:00 a.m. to 3:30 p.m. except from May through October. You will be responsible for opening the "Park Roof" for rentals from May 1 through October 31. The workweek starts on Saturday. Any work hours allotted to the weekend (Saturday and Sunday) cleanup of township-owned park property after the same has been rented shall be compensated either at time and one-half (1½) pay or compensatory time as defined in the Collective Bargaining Agreement.

Essential Duties:

Operate parks dept. vehicles and small tractors in a safe and productive manner and must hold current Flagger Certification.

Maintenance and repair of parks and public grounds to include but not limited to:

- Trimming of grass, shrubbery, trees
- Minor construction and renovations
- Assembling and positioning various playground items
- Maintaining all ball fields, picnic areas, and playground equipment
- Prepares and seeds lawns
- Picks up and disposes of trash
- Check all properties on a regularly scheduled basis looking for problems, vandalism, or other work that needs to be done.

Maintenance and repair of township buildings to include but not limited to:

- Snow removal around entranceways, sidewalks, parking areas, etc.
- Routine tasks such as sweeping, scrubbing, dusting, polishing floors, washing or painting walls, cleaning restrooms, windows, walks, and fixtures, and performing painting and general repair work.
- Perform other tasks as assigned

Maintenance of general township property to include but not limited to:

- Installation of street signs
- Roadside leaf and debris removal
- Assist in traffic control as needed to include proper placement of work signs, road closure signs, safety cones, etc.
- General cleanup of garage and area
- Plow intersections and parking lots
- Load cinder and salt trucks
- Flagger

PHYSICAL DEMANDS: - The employee must be able to see, hear, walk, stand, squat, shovel, rake, move seventy (70) pounds from one location to another, climb stairs and ladders, climb in and out of ditches, and 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 and operate the following equipment; 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 shall have a high school diploma or equivalent.

REQUIRED SKILLS

The employee must have knowledge and/or experience in the maintenance trades such as carpentry, painting, and plumbing.

Ability to understand and follow oral and written instructions.

Ability to work independently without constant supervision.

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.

Ability to walk, lift and bend while carrying heavy objects.

Ability to perform manual labor for prolonged periods, often under adverse climatic conditions.

Ability to learn and perform new tasks and show initiative to perform these tasks without direct supervision.

Ability to understand and follow the Townships guidelines to accomplish safe working conditions for its employees.

Ability to establish and maintain harmonious relations with public and all employees.

REQUIRED LICENSES: - Must hold a valid PA Drivers License (CDL preferred) and be experienced in driving a standard shift vehicle or able to learn within one month.

Must pass Township physical, if required.