Village of Belleville Employment Opportunity
Seasonal Public Works Positions

The Village of Belleville, population 2,401, is seeking to fill two seasonal part-time positions in the Public Works Department. Applicants must have the ability to work outdoors in all weather. Work hours are 7:00 a.m. – 3:30 p.m., weekdays during the summer, but may be adjusted based on weather conditions. Requirements include valid Wisconsin Driver's License and ability to lift objects up to 75 pounds. Tasks to be performed include: mowing, painting, assisting with trash and brush pickup, and storm drain maintenance. Wage is $12.72/hour. Application form and position description may be obtained from the Village Hall at 24 W. Main Street, Belleville or by calling (608) 424-3341. Return application to Village Administrator no later than April 1, 2019 at 5:00 p.m.
EOE

Publish: March 21, 2019 and March 28, 2019
Village of Belleville
Seasonal Public Works Position
Job Description

Reports To: Public Works Director

Work Hours: 7:00 a.m. – 3:30 p.m., Monday – Friday
Hours may be adjusted based on weather conditions

Duration of Position: June, July and August

Requirements: Valid Wisconsin Drivers License

Physical Requirements: Walk or stand; bend, crouch or stoop; lift objects up to 75 pounds

Tasks to be Performed:
- Mowing
- Assist with trash pickup – parks, playgrounds, ball fields
- Assist with brush responsibilities
- Assist with storm drain maintenance
- Painting
- Other duties as assigned by the Public Works Director

Equipment or Machinery Used in Performance of Tasks:
- Push/Riding Mower
- Weed Eater
- Hedge Trimmer
- Small Hand Tools
- Motor Vehicles and Light Duty Trucks (automatic and manual transmission)

Working Conditions
- Exposure to more than an ordinary amount of dust and dirt.
- Work requires the wearing of protective clothing or the use of protective devices such as face masks, goggles, gloves, noise suppressors, etc.
- Work is routinely performed outdoors and requires tasks to be performed in cold, hot or inclement weather.
Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _______________________________ Social Security # _______________________________

Address _______________________________ _______________________________

          Last   First   Middle

Telephone # ( )                       Mobile/Beeper/Other Phone # ( )

E-mail Address _______________________________

Position(s) applied for _______________________________

Date of application / /

Referral Source (Please check the appropriate category and name the source.)

☐ Walk-in _______________________________

☐ Employee _______________________________

☐ Advertisement _______________________________

☐ Company’s Website _______________________________

☐ Other Internet _______________________________

If necessary, best time to call you at home is .... AM PM

May we contact you at work? ................. ☐ Yes ☐ No

If yes, work number and best time to call: ( ) AM PM

If you are under 18 and it is required, can you furnish a work permit? ................. ☐ Yes ☐ No

If no, please explain _______________________________

Have you submitted an application here before? ...... ☐ Yes ☐ No

If yes, give date(s) and position(s) _______________________________

Have you ever been employed here before? .......... ☐ Yes ☐ No

If yes, give dates From / / To / /

Are you legally eligible for employment in this country? .......... ☐ Yes ☐ No

Date available for work _______________________________ / /

What is your desired salary range or hourly rate of pay?

$ ___________ Per ___________

Type of employment desired: ☐ Full-Time ☐ Part-Time

☐ Educational Co-Op ☐ Seasonal ☐ Temporary

Will you relocate if job requires it? ................. ☐ Yes ☐ No

Will you travel if job requires it? ................. ☐ Yes ☐ No

If they have been explained to you, are you able to meet the attendance requirements of the position? .......... ☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ................. ☐ Yes ☐ No

If no, please explain _______________________________

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

☐ Yes

☐ No

☐ Need more information about the job’s “essential functions” to respond

Driver’s license number required if driving may be required in the job for which you are applying: _______________________________

State _______________________________

Have you ever been bonded? ................. ☐ Yes ☐ No

Answering “yes” to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? ................. ☐ Yes ☐ No

If yes, please provide date(s) and details _______________________________

__________________________________________________

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## Employment History

Starting with your most recent employer, provide the following information.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Telephone #</th>
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<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
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<table>
<thead>
<tr>
<th>Starting Job title/Final Job title</th>
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<table>
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<tr>
<th>Immediate supervisor and title (for most recent position held)</th>
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<th>Why did you leave?</th>
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- **Compensation (Starting)**
  - [ ] Hourly
  - [ ] Salary $ per
  - [ ] Commission/Bonus/Other Compensation $ per

- **Compensation (Final)**
  - [ ] Hourly
  - [ ] Salary $ per
  - [ ] Commission/Bonus/Other Compensation $ per

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?
Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? □ Yes □ No

If yes, please explain ____________________________

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing Years: ________ ☐ Internet Years: ________
☐ Spreadsheet Years: ________ ☐ Other Years: ________
☐ Presentation Years: ________ ☐ Other Years: ________
☐ E-mail Years: ________ ☐ Other Years: ________

Educational Background

Starting with your most recent school attended, provide the following information.

<table>
<thead>
<tr>
<th>School (Include City &amp; State)</th>
<th>Years Completed</th>
<th>Completed</th>
<th>GPA Class Rank</th>
<th>Major/Minor</th>
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<tr>
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<td>☐ Diploma ☐ Degree ☐ Certification ☐ Other</td>
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References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Relationship to You</th>
<th>Telephone</th>
<th>Number of Years Known</th>
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Related Information
To what job-related organizations (professional, trade, etc.) do you belong?
Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Offices Held</th>
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List special accomplishments, publications, awards, etc.
Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?
☐ Yes  ☐ No  ☐ Not Applicable

If yes, please explain:

Is there any other job-related information you want us to know about you?

Applicant Statement
I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, interview, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner; in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date / /