

VILLAGE OF LAFARGE
APPLICATION FOR EMPLOYMENT

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Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or non-job related medical condition or handicap, or any other legally protected status.

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Date of application _____

Position Applied For _____

Name _____
LAST FIRST MIDDLE

Address _____
Number Street City State Zip Code

Phone No. _____ Social Security No. _____

Have you been employed by the Village Before _____ Yes___ No___

Are you available to work Full Time___ Part Time___ Shift___

Are you under 18 ___ Are you a citizen of the U.S. Yes___ No___

Are you on lay-off and subject to recall _____ Yes___ No___

Can you travel if a job requires it _____ Yes___ No___

Do you have a valid Drivers License _____ Yes___ No___

Do any of your relatives work for the Village _____ Yes___ No___

If yes, list name department and relationship _____

Have you been convicted of a felony within the last 7 years

Yes___ No___

If yes, explain _____

(Conviction will not necessarily disqualify an applicant from employment)

Do you have any Criminal Charges Pending? Other than minor traffic violations? Yes___ No___ (pending criminal charges are not an automatic bar to employment. Each case is considered on its merits.)

(continued)

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EDUCATION

Circle the Highest Grade or Year Completed in School

1 2 3 4 5 6 7 8 9 10 11 12

List College or University Attended

Number of Years	Circle	1	2	3	4	5	6
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Credit Earned

Major Field

Degree Conferred

Any other Training or Schools Attended:

(Vocational, Correspondence Courses, Nursing Schools) List Licenses or Certificates obtained.

List any Special Skills or Qualifications

Are you prevented from Lawfully becoming employed in this country of VISA or immigration status?
Yes_____No_____. (Proof of Citizenship or immigration status will be required upon employment.)

CLERICAL ONLY

Typing Words per minute _____

Shorthand - Words per minute _____

List office machines other than typewriter which you can operate skillfully

Have you any bookkeeping skills - explain

REFERENCES

Give name, address and phone number of three references not related to you.

Are you able to perform all the functions/duties of the job you are applying for? Yes _____ No _____
If no, please identify which essential functions you are unable to perform.

AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH
VILLAGE OF LA FARGE

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the Village of LaFarge shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to the Village of LaFarge any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with the Village of LaFarge, including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition a copy of this authorization is as valid as the original and should be recognized as such.

APPLICANT'S SIGNATURE

DATE

THE VILLAGE OF LAFARGE IS AN EQUAL OPPORTUNITY EMPLOYER

Street Supervisor Job Description

Village of La Farge

GENERAL STATEMENT OF DUTIES: Performs a variety of tasks involving the maintenance and repair of village streets, parking lots, curbs, gutters, lawns, sidewalks, and other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In charge of taking care of public streets and alleys in the village. This includes plowing, removal of snow piles, sanding, salting, street sweeping, filling of pot holes, cleaning of debris along the street sides, and other miscellaneous jobs associated with care of the streets.
2. Pick up the weekly garbage and biweekly recyclables from the village residences and businesses.
3. Assist in the village shop with vehicle and building maintenance.
4. Assist with mowing and trimming of various village properties.
5. Assist with cutting and trimming trees, and chipping of brush and limbs.
6. Keep track of own time sheet and turn into village office for processing.
7. Maintain machinery and equipment used.
8. Receive messages from the village office for work to be done, complaints to answer, and other miscellaneous messages.
9. Drive and operate machinery and trucks, as well as maintain a valid CDL license. Also subject to random drug and alcohol testing.
10. Assist utilities when necessary for traffic control, water and sewer problems, drainage, and other work as needed.
11. Take care of village sidewalks, making sure they are free of debris and properly shoveled and salted after snowfalls.
12. Attend safety meetings when required for specific job duties.
13. Any other relevant tasks as assigned.

NON ESSENTIAL DUTIES: None

PHYSICAL DEMANDS OF THE ESSENTIAL DUTIES:

1. 50% of the time is spent walking, hearing, lifting, and talking.
2. 25% of the time is spent bending and sitting.
3. 25% of the time is spent standing.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL DUTIES:

1. 60% outside
2. 40% inside
3. Winter/Spring/Summer/Fall work in all weather conditions, with exposure to certain chemicals.
4. Hours are normally daytime, but subject to change to evenings, nights, or weekends as needed based on snowfalls or emergencies.

QUALIFICATIONS:

1. Graduation from high school or equivalency
2. Considerable knowledge of the construction and repair of streets and safe work practices.
3. Must hold and be able to maintain a valid CDL license.
4. Demonstrated work ethic and self-motivated.

EQUIPMENT INVOLVED:

Dump trucks, street sanders, snow plows, riding and push lawn mowers, weed eaters, bobcat, garbage truck and compactor, street sweeper, loader, snow blower, brush hog, chipper, sanitation van, skid steer, backhoe, chainsaw.

This job description is not intended to limit the duties of this position. The La Farge Village Board retains the right to add to or delete duties as conditions or staffing change.

Employee Signature

Date

APPROVED BY THE PERSONNEL COMMITTEE

Date _____