



Seasonal Cemetery Maintenance

The Village of Plover is accepting applications for the following seasonal maintenance position.

The position is as follows.

- A. Two (2) cemetery maintenance positions. This is a 3-day per week position. Approximately 15 hours per week. Normal hours of work are 7:00 a.m. to 12:00 noon, at a pay rate of \$7.50 per hour. Work schedule to be worked out at time of hire. This position runs from the middle of May to the end of August. **Applicants must have a valid drivers license.**

Cemetery Maintenance Job Duties

Maintenance personnel work hours are subject to change due to weather conditions or unexpected projects.

GENERAL MAINTENANCE (if applicable)

- Check grounds and equipment for damages or needed repair
- Pick up debris in surrounding area.
- Empty all trash receptacles
- Keep storage area swept and cleaned.

GROUNDS & BUILDING MAINTENANCE

- Grass cutting
- Fertilizing
- Thatching
- Trimming
- Raking
- Shoveling
- Painting
- Weeding
- Watering

GENERAL DUTIES

- Report all damages, vandalism or any other problems that may occur to your immediate supervisor.
- Perform related duties as required

BE POLITE & COURTEOUS TO THE GENERAL PUBLIC AT ALL TIMES !!!

Applications are available in the office of the Village Clerk, 2400 Post Road, Plover, WI. From 7:30 a.m. to 4:30 p.m. Monday through Friday. Submit completed applications to Roy Hopfensperger, Assistant Public Works Manager, P.O. Box 37, Plover, WI 54467.

Applications will be accepted until 12:00pm (Noon) on Friday, March 5th, 2010 or until such time as the positions are filled.

2400 Post Road
PO Box 37
Plover, WI 54467

VILLAGE OF PLOVER
EMPLOYMENT APPLICATION

Affirmative Action
Equal Opportunity Employer

PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY

TITLE OF POSITION APPLIED FOR:

SEASONAL CEMETERY MAINTENANCE

NAME (LAST, FIRST, MI)		VALID WISCONSIN DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVER'S LICENSE NUMBER
COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)			MAY WE CALL YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME PHONE	WORK PHONE	CELL PHONE	CLASS B CDL LICENSE W/AIR BRAKE ENDORSEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO
ON WHAT DATE WOULD YOU BE ABLE TO START WORK?		E-MAIL ADDRESS	HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE? YES <input type="checkbox"/> NO <input type="checkbox"/>
LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:			

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED
1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME	LOCATION (CITY/STATE)	
COLLEGE/UNIVERSITY NAME	TYPE OF DEGREE	MAJOR
TECHNICAL/BUSINESS SCHOOL NAME	TYPE OF DEGREE	MAJOR
ADDITIONAL COLLEGE/TECHNICAL SCHOOL NAME	TYPE OF DEGREE	MAJOR

LIST SPECIALIZED TRAINING, CURRENT PROFESSIONAL CERTIFICATIONS AND VOLUNTEER WORK RELEVANT TO THE POSITION:

SPECIAL SKILLS OR QUALIFICATIONS

<p>OFFICE WORK: THE FOLLOWING INFORMATION MUST BE PROVIDED IF YOU ARE APPLYING FOR POSITIONS REQUIRING TYPING ABILITY OR COMPUTER SKILLS. NUMBER OF WORDS PER MINUTE: _____</p> <p>EXPERIENCE WITH PERSONAL COMPUTER <input type="checkbox"/> YES <input type="checkbox"/> NO LIST SOFTWARE YOU ARE FAMILIAR WITH: _____ _____</p>	<p>LIST OFFICE MACHINES, SPECIALIZED EQUIPMENT WHICH YOU CAN OPERATE SKILLFULLY: _____ _____ _____</p> <p>EXPERIENCE IN TRANSCRIBING MECHANICALLY RECORDED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR? (PLEASE REFER TO JOB DESCRIPTION) <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.	
DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN <u>MINOR</u> TRAFFIC VIOLATIONS? (PENDING CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERITS) <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN:	

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS; HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MO. & YEAR)	TITLE OF YOUR <u>PRESENT</u> POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS EACH WEEK	STARTING HOURLY SALARY	PRESENT HOURLY SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	YOUR REASON FOR LEAVING OR CONSIDERING CHANGE		

PERSONAL REFERENCES (Excluding relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

SIGNATURE OF APPLICANT

DATE

**APPLICATIONS WILL BE ACCEPTED UNTIL 12:00 NOON, FRIDAY, MARCH 5, 2010
OR UNTIL SUCH TIME THAT POSITIONS ARE FILLED**