

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 PARKS MAINTENANCE POSITION

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.</p> <p>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>
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ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR? (PLEASE REFER TO JOB DESCRIPTION) YES NO IF NO, PLEASE IDENTIFY WHICH ESSENTIAL FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERITS) YES 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 SUCH TIME AS THE POSITIONS ARE FILLED.

JOB PREFERENCE LIST

Please list by marking one (1) as your first choice and two (2) as your second choice.

Leave blank if not interested in position.

_____ Evening Park Maintenance Positions:

Approximately 30 hours per week. Evening and weekend hours are involved. Hours of work for this position are from 6:00 p.m. to approximately 12:30 a.m. at a pay rate of \$9.00 per hour. Applicant must have a valid driver's license and be at least 18 years of age.

_____ Daytime Park Maintenance Positions:

Normal hours of work are from 7:00 a.m. to 3:30 p.m. five days per week, approximately 40 hours per week. Weekends and days off may be alternating depending on schedules. The pay rates for these positions are \$9:00 per hour. Positions will start in April and run through end of October. Applicants must have a valid driver's license and be at least 18 years of age.

Fall Park Maintenance

The Village of Plover is accepting applications for the following fall parks maintenance positions. Applicants must be responsible and dependable individuals that can work independently with minimal supervision.

The positions are as followed.

- A.** The Village of Plover is looking for responsible and dependable individual to fill one (1) evening park maintenance position. This position runs 4 to 5 night per week, which will include weekends. (Approximately 30 hours per week.) Weekends and days off may be alternating depending on schedules. Hours of work for this position is approximately 6:00 p.m. to 12:30 a.m., at a pay rate of \$9.00 per hour. This position will run through the end of October.
Applicants must have a valid driver's license and be at least 18 of age.
- B.** Approximately four (4) daytime park maintenance positions. These positions will run five days per week. Normal hours of work are from 7:00 a.m. to 3:30 p.m. These positions are approximately 40 hours per week. Weekends and days off may be alternating depending on schedules. The rate of pay for these positions will be \$9.00 per hour. Positions will run through the end October. **Applicants must have a valid driver's license and be at least 18 of age.**

Applications and job descriptions 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 or on our webpage @ www.ploverwi.gov
Submit completed applications to Roy Hopfensperger, Assistant Public Works Manager, P.O. Box 37, Plover, WI 54467.

Applications will be accepted until such time as the positions are filled.



PARK MAINTENANCE PERSONNEL JOB DUTIES

Park maintenance personnel work hours are subject to change due to weather conditions, baseball tournaments or unexpected projects.

BASEBALL FIELDS

- Drag and line baseball fields
- Rake and maintain home plate, pitchers mound and base paths
- Sweep out or rake and clean all dugouts
- Pick up all debris in and around baseball diamonds
- Maintain warming tracks
- Maintain bull pens.
- Empty all trash containers around the baseball diamonds
- Wash trash receptacles around the baseball diamond.

GENERAL PARKS MAINTENANCE (if applicable)

- Open shelters daily
- Check playground equipment for damages or needed repair
- Rake under and around playground equipment
- Pick up debris in area surrounding playground equipment
- Empty all trash receptacles
- Clean area under, on and around bleachers, including cigarette butts
- Wash trash receptacles once a week

GROUNDS & BUILDING MAINTENANCE

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

GENERAL DUTIES

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

KOREAN WAR MEMORIAL ISLAND

- Check Island daily
- Empty and clean ALL trash receptacles
- Pick up debris, including cigarette butts and blow off all walks and concrete
- Clean statues as needed

SHELTER HOUSES

- Clean toilets
- Clean urinals
- Clean sinks
- Clean countertops
- Clean and refill soap and towel dispensers
- Sweep and mop floors
- Clean doors, wall and ceilings of soil and cobwebs
- Empty and wash out trash receptacles
- Pick up debris surrounding shelter house, including cigarette butts
- Sweep paved area surrounding shelter house
- Closing of shelter houses at designated hour

PARKS WITHOUT SHELTER HOUSES

- Check parks nightly
- Empty and clean trash receptacles
- Pick up debris, including cigarette butts

TENNIS, BASKETBALL, and VOLLEY BALL COURTS

- Sweep and or rake debris from courts
- Empty and clean trash receptacles by courts
- Inspect nets for needed repairs and document
- Pick up debris in surrounding area, including cigarette butts

PLAYGROUND and SKATE PARK EQUIPMENT

- Check equipment for damages or needed repairs
- Rake/Sweep around and under equipment
- Pick up debris in surrounding area, including cigarette butts
- Empty trash receptacles

PARK SECURITY

- Check each park nightly
- Make your presence known – be visible to the public
- Do not follow the same schedule each evening
- Check for needed repairs and/or vandalism of shelters, play equipment and surrounding areas and report all damages to your supervisor. In case of emergency, contact the Police Department – 345-5255.
- Always document the date, time, place and type of damage found.
- Perform related duties as required.

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