

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 PARK MAINTENANCE

NAME (LAST, FIRST, MI)

VALID WI DRIVER'S
LICENSE? YES NO

DRIVER'S LICENSE #

COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

CLASS B CDL LICENSE W/AIR BRAKE
ENDORSMENT? YES NO

HOME PHONE

WORK PHONE

CELL PHONE

MAY WE CALL YOU AT WORK?

YES NO

DATE ABLE TO START WORK

E-MAIL ADDRESS

HAVE YOU EVER BEEN EMPLOYED BY
THE VILLAGE? YES NO

LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:

EDUCATION

INDICATE THE HIGHEST LEVEL OF EDUCATION COMPLETED:

Some High School

High School Diploma/GED

Tech School - # of Years:

College - # of Years:

HIGH SCHOOL NAME

CITY

STATE

SCHOOL NAME

DEGREE

MAJOR

SCHOOL NAME

DEGREE

MAJOR

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

SPECIAL SKILLS OR QUALIFICATIONS

OFFICE WORK: THE FOLLOWING INFORMATION MUST BE PROVIDED IF YOU ARE APPLYING FOR POSITIONS REQUIRING TYPING ABILITY OR COMPUTER SKILLS.

WORDS PER MINUTE _____

EXPERIENCE WITH PERSONAL COMPUTER YES NO

LIST SOFTWARE YOU ARE FAMILIAR WITH:

EXPERIENCE TRANSCRIBING MECHANICALLY RECORDED MATERIAL? YES NO

LIST OFFICE MACHINES, SPECIALIZED EQUIPMENT WHICH YOU CAN OPERATE SUCCESSFULLY:

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 include 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 sheets if necessary. You may also attach a brief résumé to further explain your qualifications, however, you must provide all the information requested below to be considered for the position.

EMPLOYMENT HISTORY			
FROM (MONTH & YEAR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER'S NAME	PHONE
TO (MONTH & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS PER WEEK	STARTING SALARY	CURRENT SALARY	
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING OR CONSIDERING CHANGE		
FROM (MONTH & YEAR)	TITLE OF PREVIOUS POSITION	EMPLOYER'S NAME	PHONE
TO (MONTH & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS PER WEEK	STARTING SALARY	FINAL SALARY	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING		
FROM (MONTH & YEAR)	TITLE OF PREVIOUS POSITION	EMPLOYER'S NAME	PHONE
TO (MONTH & YEAR)	PRIMARY DUTIES	ADDRESS	
HOURS PER WEEK	STARTING SALARY	FINAL SALARY	
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING		
PERSONAL REFERENCES (EXCLUDING RELATIVES)			
NAME & OCCUPATION	ADDRESS	PHONE	

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.

Applicant Signature: _____ Date: _____

APPLICATIONS WILL BE ACCEPTED UNTIL 12:00PM (NOON) ON FRIDAY, MARCH 6, 2020, OR UNTIL POSITION IS FILLED.

JOB PREFERENCE LIST

Please mark one (1) as your first choice and two (2) as your second choice.

_____ **Evening Park Maintenance Positions:**

Approximately 30 hours per week. Evening and weekend hours are involved. Hours of work for these positions are from 6:00 p.m. to approximately 12:30 a.m. at a pay rate of \$11.00 per hour. Positions will start in April and run through the end of October.

Applicants 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 \$11:00 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.

Seasonal Park Maintenance Position

The Village of Plover is accepting applications for the following seasonal parks maintenance positions. Applicants must be responsible and dependable with the ability to work independently with minimal supervision.

- A. Two (2) evening park maintenance positions. These positions run 4 to 5 nights per week including weekends. (Approximately 30 hours per week.) Weekends and days off may alternate depending on schedules. Hours of work are approximately 6:00 p.m. to 12:30 a.m. Rate of pay is \$11.00 per hour. Positions start in April and run through the end of October.

Applicants must have a valid driver's license and be at least 18 years of age.

- B. Approximately twelve (12) daytime park maintenance positions. These positions will run five days per week. Normal hours of work are 7:00 a.m. to 3:30 p.m. (Approximately 40 hours per week.) Weekends and days off may alternate depending on schedules. Rate of pay is \$11.00 per hour. Positions start in April and run through the end of October.

Applicants must have a valid driver's license and be at least 18 years of age.

Applications and job descriptions are available on our website www.ploverwi.gov, or in the office of the Village Clerk, 2400 Post Road, Plover, WI, Monday through Friday, 7:30 a.m. to 4:30 p.m.

Submit completed applications to Roy Hopfensperger, Assistant Public Works Manager, P.O. Box 37, Plover, WI 54467 or email RHopfensperger@ploverwi.gov.

Applications will be accepted until 12:00 pm (noon) on Friday March 6, 2020 or 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, pitcher's mound and base paths.
- Sweep 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

- 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.

GENERAL DUTIES

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

GROUNDS & BUILDING MAINTENANCE

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

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.

PLAYGROUNDS 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.

SHELTER HOUSES

- Clean toilets.
- Clean urinals.
- Clean sinks.
- Clean countertops.
- Clean and refill soap and towel dispensers.
- Sweep and mop floors.
- Clean doors, walls, 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/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.

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 Dept. - 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.