

MOUNT PLEASANT TOWNSHIP
31 McCarrell Road
Hickory, PA 15340
724-356-7974

APPLICATION FOR EMPLOYMENT

Please print all information except signature

PERSONAL INFORMATION:

DATE _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Phone No. _____ Cell No. _____ Social Security # _____ - _____ - _____

State name and relationship of anyone in our employ _____

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

EMPLOYMENT DESIRED:

Position applied for _____ Date you can start _____ Salary desired _____

Are you currently employed? _____ If so, may we contact your current employer? _____

Employment desired _____ Full-time only _____ Part-time only _____ Full or Part-time

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS CORRESPONDENCE SCHOOL				

GENERAL INFORMATION:

Special Skills: _____

FORMER EMPLOYERS (list below last three employers, starting with last one first).

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES: (give the names of three persons not related to you, whom you have known at least one year).

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

IN CASE OF EMERGENCY NOTIFY _____

NAME	ADDRESS	PHONE #
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PLEASE READ THE FOLLOWING BEFORE SIGNING:

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED; FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS TEMPORARY FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE".

DATE _____ SIGNATURE _____

APPLICANT DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS _____

TOWNSHIP OF MOUNT PLEASANT
COUNTY OF WASHINGTON

PARKS SEASONAL MAINTENANCE

JOB DEFINITION:

This position performs a variety of semi-skilled duties related to the mowing and trimming of all properties as directed by the Director of Public Works and includes the cleaning, maintaining and repairing of equipment, pavilions and facilities in the Township parks. This position reports directly to the Director of Public Works.

ESSENTIAL JOB FUNCTIONS:

1. To be courteous and respectful to the public and to fellow employees and to perform the job duties outlined in this job description with accuracy and efficiency.
2. Operate township vehicles, small tractors, tools and equipment in a safe and productive manner.
3. Maintenance and repairs to parks and public grounds to include, but not limited to:
 - a. Mowing and trimming of grass, shrubbery and trees.
 - b. Minor construction and renovations to parks and pavilions.
 - c. Maintenance and repair of ball fields, picnic areas and playground equipment.
 - d. Perform all open and close procedures associated with pavilion rentals.
 - e. Pick up and disposal of trash and litter.
 - f. Check all parks and playground areas on a regular schedule to look for problems, vandalism or work needing to be done.
 - g. Report all findings to the immediate supervisor and wait for further instruction.
 - h. Improve and maintain security of existing parks facilities.
 - i. Maintain supply inventory for park pavilions and building.
 - j. Responsible for the end of season closing operations of the pavilions including proper shut off of Township water lines.
 - k. Any other tasks assigned by the Director of Public Works.

WORK HOURS:

Vary and are flexible depending on the weather to include evenings and weekends as necessary. Generally, Monday – Friday, 10 am to 4 pm. Weekends required to open and close for pavilion rentals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of and experience in using a variety of hand and power tools including riding and push mowers.

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2. Knowledge and/or experience in carpentry, painting, plumbing, minor construction and electrical work.
3. Ability to understand, remember and follow oral and written instructions.
4. Ability to work independently without constant supervision.
5. Ability to walk, lift and bend while carrying heavy objects and work in adverse weather conditions at times.
6. Ability to learn and perform new tasks, work independently and show initiative to perform these tasks without direct supervision.
7. Ability to understand and follow safety policies and procedures.
8. Must obtain or maintain flagger training certification.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- 18 years of age or older
- Must hold a valid, insurable PA Driver's License (CDL a plus) and be experienced in driving standard shift vehicle or able to learn within one month.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE PARKS SEASONAL MAINTENANCE POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)