



Winfield Township Road District

Winfield Township Road District (Township) appreciates your interest in our organization. Your help in providing us with a clear understanding of your background, education; work experience and skills will better enable us to determine whether you are a qualified candidate for the position of which you are applying. Please complete this form fully and accurately. If you are unable to recall specifically any item of information requested, so indicate. All information you provide is subject to verification.

Winfield Township Road District is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the Township to recruit, select, hire, train, promote, demote, terminate, compensate and administer all employment practices without regard to race, color, ancestry, national origin, religion, age, sex, sexual orientation, marital status, veteran status, medical condition, pregnancy, or physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations (except where a bona fide occupational qualification exists).

Furthermore, the Township is committed to complying with the Americans With Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the Township reserves the right to require professional documentation to confirm the need for accommodation.

For clarity purposes the following information is being provided about types of positions and expectations. Information is general and may or may not contain all that is required or expected.

Full Time Position (Truck Driver/Laborer)

In this position, driving truck (CDL License required) is often done; however, this job position encompasses a multitude of other required job duties such as:

- | | |
|-------------------------------|-----------------------------|
| Snow Plowing | Paving roads |
| Patching roads | Mowing |
| Installing signs | Removing signs |
| Cutting down trees | Trimming trees |
| Chipping up brush/tree debris | Drainage work |
| Put down shoulder gravel | Picking up roadside rubbish |
| Equipment operator | General maintenance |
| Custodian/Housekeeping duties | Locating utilities |
| Flagging | |

***This list is a general list, is not all inclusive, and may contain other duties not listed here.

Each job duty requires different activities and many may require multiple activities. On any given day, any given time, the job duties performed by Winfield Township Road District employee may require the following:

- | | |
|-------------------------------------|---|
| Sitting | Walking |
| Lifting (up over the head) | Lifting (bending over lifting) |
| Bending Neck (to look up) | Bending over (To lift or complete a task) |
| Squatting down | Standing (Standing in one place) |
| Kneeling | Twisting |
| Reaching up | Reaching down |
| Grasping or holding on to objects | Use of fine motor skills |
| Climbing (ladders, in/out of truck) | Climb stairs |

Part-Time (Laborer)

In this position, an employee is required to perform all of the above mentioned duties and/or described activities with the exception of driving a vehicle that requires a CDL license. **Health care benefits are not offered for this position.**

Temporary (Truck Driver and/or Laborer)

In this position, an employee will be required to perform all of the above mentioned duties and/or described activities. A temporary position may require a CDL license and when hired in a temporary position a defined start and end date will be established. **Health care benefits are not offered for this position.**

Summer/Part-time (Laborer)

In this position, an employee is required to perform all of the above mentioned duties and/or described activities with the exception of driving a vehicle that requires a CDL license. **Health care benefits are not offered for this position.**

Clerical (Full or Part-time)

In this position, an employee is required to have the knowledge to perform clerical duties and have general office skills. The following is a general list of duties and skills. This position may require many of the activities described above. **(Part-time position, health care benefits are not offered.)**

- | | | |
|------------|--------------------|-------------------------------|
| Typing | Computer Knowledge | Knowledge of Microsoft Office |
| Accounting | Receptionist | Bookkeeping |

***This list is a general list, is not all inclusive, and may contain other duties and skills not listed here.

Position Applied For

Position Applied for:

Preferred Status: Full-time Part-time Temporary Summer/Part-time

How did you learn about this job opening?

Are you at least 18 year of age? Yes No **Date available to start work:**

Are you aware of any medical conditions that would prevent you from completing required job duties and described activities?

Yes No If yes please explain: _____

Personal Information

Name:

Street Address:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

**Information For Criminal
Background Check**

Date of Birth:

Social Security Number:

Do you have a driver's license? Yes No

Class Type:

Are you a United States citizen or alien authorized to work in the United

States? (Employment is subject to verification of U.S. citizenship or immigration status in accordance with the Immigration Reform & Control Act): Yes No

Have you ever pled guilty or no contest to or been convicted of a felony crime?

Note: answering "yes" does not constitute an automatic bar to employment and will be considered only as it relates to the job. Factors such as age and date of offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic citations and/or arrests and/or convictions which have been sealed, expunged, pardoned, and/or impounded when answering this question. Yes No

Do you have any relatives employed by Winfield Township and/or Winfield Township Road District? If yes, state name and relationship.

Yes No

Education and Training

| Type of School | Name of School | Major | Last Year Completed | Degree Earned | Years Attended |
|-------------------------------------|----------------|---------------------------|---------------------|---------------|----------------|
| High School | | | | | |
| College/University | | | | | |
| Graduate | | | | | |
| Technical/Business/ Trade School | | | | | |
| Other | | | | | |
| Military Service: | Branch: | Length of Service: | | Dates: | |

Please list any license, registration, certificate, etc. which you have obtained, and currently hold, that is required for the job you are applying for: _____

If you have not obtained a required license, registration, certification, etc. please list the anticipated date of receipt: _____

Have you ever had a license, registration, certificate, etc., related to the position you are applying for suspended, revoked, placed on probation or lapsed for any reason: _____ Yes _____ No If yes, please explain: _____

Employment History

(Please list all current and previous employers, starting with your current employer. If you are not presently employed, start with your most recent employer.)

| | |
|---|---|
| Company Name: | Phone Number: () |
| Street Address: | City: State: Zip: |
| Position Title: | Number of hours worked per week: |
| Name & Title of Immediate Supervisor: | |
| Employment Dates: From _____ / _____ To _____ / _____ | |
| Are you currently working for this employer? ____ Yes ____ No If Yes, may we contact? ____ Yes ____ No | |
| <i>If no, please specify the reason for leaving:</i> | |
| List job responsibilities: | |

| | |
|---|---|
| Company Name: | Phone Number: () |
| Street Address: | City: State: Zip: |
| Position Title: | Number of hours worked per week: |
| Name & Title of Immediate Supervisor: | |
| Employment Dates: From _____ / _____ To _____ / _____ | |
| Are you currently working for this employer? ____ Yes ____ No If Yes, may we contact? ____ Yes ____ No | |
| <i>If no, please specify the reason for leaving:</i> | |
| List job responsibilities: | |

CONSENT AND PERMISSION FORM FOR PRIOR EMPLOYEMENT HISTORY AND PRIOR DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TEST RESULTS: (For Positions Requiring DOT Certification)

I, _____ (print your name) hereby give permission to the Winfield Township Road District to conduct a background search of my employment history, including present and prior employers, and for verification that I have not failed or refused any Department of Transportation (DOT) mandated drug and/or alcohol tests.

The Winfield Township Road District is required to obtain this information for any employee seeking employment in a DOT covered position. These regulations are contained in 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

This signed consent and permission form authorizes investigation by the Winfield Township Road District to a third party contracted by the Township of all employees and information concerning previous employment and previous DOT mandated drug and/or alcohol tests.

My Signature below confirms that I have read, had the opportunity to ask questions, understand and agree to the above statements.

Applicant/Printed Name Applicant/Signature Date

Attest/Printed Name Attest/Signature Date