



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

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			
If no, please specify the reason for leaving:			
List job responsibilities:			

References	
<i>(Please list three references that are familiar with your work history and experience.)</i>	
Name:	Company:
Phone Number:	Job Title:
Name:	Company:
Phone Number:	Job Title:
Name:	Company:
Phone Number:	Job Title:

PLEASE READ THE FOLLOWING BEFORE SIGNING	
I understand that falsified statements or omissions of facts on this application shall be considered sufficient cause for termination of employment or cancellation of this application. In consideration of my application for employment, I authorize the Winfield Township Road District to make investigations concerning my fitness for employment with the Winfield Township Road District. I understand that, for certain positions, inquiries by the Winfield Township Road District may include investigating criminal convictions, checking credit records and/or contact former employers and other references listed on this application and I agree to cooperate in such investigations. I understand that Winfield Township Road District is not obligated to provide employment, nor am I obligated to accept employment. Nothing in this application or in any prior or subsequent oral or written statement is intended to create any contract of employment. I understand that all candidates hired are subject to satisfactorily completing a probationary period. In addition, if accepted for employment, I agree to abide by the rules and policies of Winfield Township Road District set forth in the employee handbook and/or any policy and procedure manual or other communications to employees. I understand that the Township reserves the right to modify policies and procedures at any time, without notices. My signature below confirms I have read, understand and agree with the above applicants	
Signature of Applicant	Date

**CONSENT AND PERMISSION FORM FOR PRIOR EMPLOYMENT 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