

EMPLOYMENT HISTORY

Current/Most Recent Employer: _____ Position _____

Address: _____

Phone Number: _____ Supervisor: _____

Dates of Employment: _____ Reason for Leaving: _____

Duties: _____

Next Previous Employer: _____ Position _____

Address: _____

Phone Number: _____ Supervisor: _____

Dates of Employment: _____ Reason for Leaving: _____

Duties: _____

Next Previous Employer: _____ Position _____

Address: _____

Phone Number: _____ Supervisor: _____

Dates of Employment: _____ Reason for Leaving: _____

Duties: _____

Next Previous Employer: _____ Position: _____

Address: _____

Phone Number: _____ Supervisor: _____

Dates of Employment _____ Reason for Leaving: _____

Duties: _____

ADDITIONAL QUESTIONS

If you are currently employed, may we contact your employer at this time? Yes _____ No _____

PLEASE NOTE: The City of Chillicothe reserves the right to contact the current employer if an offer is made.

EDUCATION

High School

Name: _____ Diploma, GED or Degree: _____

Location (City, State): _____

Did you graduate? Yes _____ No _____

College or University

Name: _____ Degree: _____

Location _____ (City, _____ State): _____

Did you graduate? Yes _____ No _____

Vocational or Business

Name: _____ Diploma or Degree: _____

Location (City, State): _____

Did you graduate? Yes _____ No _____

LICENSE INFORMATION (required by Chillicothe City Schools for Custodian position)

Driver's License #: _____ Class: _____

State: _____ Expiration Date: _____

CDL? Yes _____ No _____ CDL Permit? Yes ___ No ___

REFERENCES

Please list 3 references who are not related to you

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

TELL US MORE -- REQUIRED

Below are criteria that are essential to or conditions of the laborer, groundskeeper, and school custodian positions. Please explain or give examples of experience and training. **Your application/resume will be ranked based on the information you provide.** A copy of the job posting is included with this application and copies of the full job descriptions are available upon request. If you need additional space you may attach additional pages to your application.

1) Explain your experience & training in the use of cleaning supplies, hand tools, power tools.

Ex.: Cleaning chemicals, mops/brooms, mowers, weed trimmers, chain saws etc. – Max **20 pts**

2) Explain your experience performing routine & repetitive work. Ex: Lifting, bending, walking, climbing etc.

-Max **20pts**

3) Explain your experience or training in workforce safety, use of protective equipment, hazard prevention etc.

Ex: Goggles, cleaning up spills, guards on power equipment – Max **10 pts**

4) Explain your experience performing heavy manual labor. Ex: Moving cabinets; Picking up tree branches
– Max **10 pts**

5) Explain your experience working with or around the public. Ex: Questions from residents; participating in fair booth activities, working in public view – Max **10 pts**

6) Explain your experience working in extreme temperatures, extreme heat, cold, rain, or constantly changing weather conditions. Ex: shoveled snow for neighbors after blizzard – Max **10 pts**

7) Explain your experience working as part of a team or work group. Ex: Helped build a house; Part of a team sport
- Max **10 pts**

8) Explain your experience working with little to no direct supervision. Ex: Mow grounds in park; Travel to get company equipment repaired – Max **10 pts**



The City of Chillicothe Civil Service Commission will be accepting applications in order to establish an eligibility list for the following **full-time, part-time, and intermittent** positions within the City of Chillicothe, Ohio and Chillicothe City School District

City of Chillicothe: LABORER & GROUNDSKEEPER

Starting Hourly Rate: \$15.83 Hr.

Chillicothe City School District: CUSTODIAN

Starting Hourly Rate: \$15.78 Hr.

APPLICATION PERIOD: September 24th – October 12th, 2018

- You may obtain an application in the Human Resources office located in the City Administration Building at 35 S. Paint Street, Chillicothe, OH 45601 and online at www.chillicothe.com.
- Completed applications and resumes may be submitted to the Human Resource offices between 8:00 a.m. – 4:00 p.m. Monday – Friday, emailed to pamela.brown@chillicotheoh.gov, or mailed to City Administration, Human Resources Dept, 35 S. Paint St. Chillicothe, OH 45601 and postmarked by 10/12/18.

NATURE OF WORK / ABILITIES:

- Mows lawns; maintains athletic fields; erects and makes minor repairs to equipment, bleachers, fences and other small structures
- Cleans facilities such as restroom, offices, floors, carpet etc, Knowledge of methods and use of cleaning materials, equipment, and supplies, and using safe work practices
- Digs ditches; shovels snow; loads and unloads trucks.
- Washes trucks; services trucks with gas, oil, and water, and assists in minor maintenance of trucks and equipment
- Operates miscellaneous power and hand tools, weed trimmers, mowers, and other equipment
- Picks up refuse and garbage and loads it in truck or load packer; sweeps streets and gutter; loads dirt from streets into trucks.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings and events.
- Performs other duties as assigned
- Work may be completed in extreme temperatures and severe weather
- Jobs are inclined to be routine and repetitive and carried out with only general supervision
- Significant physical abilities include lifting, carrying, pushing, pulling, stooping, reading, visual acuity, depth perception

Required:

- High school diploma, or equivalent of (G.E.D.)
- Must pass drug and alcohol test.

*The City of Chillicothe and the Chillicothe City School District
Are Equal Opportunity Employers*

APPLICANT

As a condition of employment, do you consent to taking a drug test if an offer is made and at offer times during employment? Yes _____ No _____

Do you fully understand that for up to 90 work days of your employment, you will be on probation, which means that your continued employment will be at the discretion of the City of Chillicothe? Yes _____ No _____

Do you authorize the City of Chillicothe to make any investigation it considers necessary in regard to your application? Yes _____ No _____

I certify that the information contained in this application and all supporting documents are correct, to the best of my knowledge, and understand that falsification of employment records is grounds for dismissal regardless of the date such falsification is discovered.

Applicants Name (Printed): _____

Applicant's Signature: _____ Date _____

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Workforce Diversity Information

The City of Chillicothe is dedicated to equal opportunities in employment without regard to race, religion, gender, sexual orientation, national origin, age, veteran or disabled status or any other protected class.

The City of Chillicothe requests that you supply the following information in order to assist our efforts in ensuring we are providing equal employment opportunities to all people. Providing this information is **VOLUNTARY** and will in no way affect the processing of your application or your being considered for employment. If you choose to fill out this form, please submit it with your application. Thank you.

The following information is **VOLUNTARY** and will be kept confidential insofar as is possible.

Please complete the following entries:

_____ I choose not to provide race and/or gender information at this time.

OR

Sex: Male _____ Female _____

Ethnicity:

_____ **Hispanic or Latino** -- Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin

_____ **American Indian or Alaska Native** -- A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

_____ **Black or African American** -- A person having origins in any of the black racial groups of Africa

_____ **Asian** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

_____ **White** -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

_____ **Native Hawaiian or Other Pacific Islander** -- A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands