

**Borough of South Williamsport Department of Public Works open position:**

Semi-skilled manual work position.

Prospective employee will be required to perform a variety of duties requiring strenuous physical effort and exposure to uncomfortable working conditions. Most work involves construction and maintenance of Borough roads, alleys, inlets and storm/sewer lines. Employee should have a good knowledge and be able to operate various hand and power tools including saws, jack hammers and other equipment with similar complexity.

**Examples of Work:**

- Load and unload materials and tools from truck
- Patch highway surfaces by cleaning potholes, applying patching materials, leveling and compacting
- Cut grass, brush, trees and branches using hand and power tools
- Dig drainage ditches
- Assists in more complex repair jobs
- Assists in preparing concrete forms, pouring and finishing
- Cleans and paints buildings
- Drives dump trucks and plows

**Required Knowledge Skills and Abilities:**

- Ability to understand and follow oral and written instructions
- Ability to learn and carry out simple mechanical operations
- Sufficient physical strength and freedom from disabling defects to lift heavy objects (100 lbs.) and work under adverse weather conditions
- A Class B CDL with tanker and air brake endorsements is not required but must be willing to obtain for future employment

**Minimum Experience and Training:**

- Graduation from High School or equivalent education
- Valid Pennsylvania Driver's License
- Prior experience working with plow trucks and any construction background is a benefit.



# SOUTH WILLIAMSPORT BOROUGH

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
___ Advertisement		___ Friend		___ Inquiry	
___ Employment		___		___ Other _____	
Last Name			First Name		Middle Initial
Address	Number	Street	City	State	Zip
Telephone Number(s)			Social Security Number (voluntary)		

Best time to contact you at home is : ..... :\_\_ a.m.  
 ..... :\_\_ p.m.

If you are under 18 years of age, can you provide required proof of your eligibility to work? ..... \_\_\_yes \_\_\_no

Have you ever filed an application with us before? ..... \_\_\_yes \_\_\_no  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? ..... \_\_\_yes \_\_\_no  
 If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ..... \_\_\_yes \_\_\_no  
 If yes, state name, relationship and location \_\_\_\_\_

Are you currently employed? ..... \_\_\_yes \_\_\_no

May we contact your present employer? ..... \_\_\_yes \_\_\_no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ..... \_\_\_yes \_\_\_no  
 Proof of citizenship or immigration status will be required upon employment.

Date available for work \_\_\_/\_\_\_/\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available for work: \_\_\_\_\_ Full Time  
 \_\_\_\_\_ Part Time      (Please indicate: Mornings Afternoon Evenings  
 \_\_\_\_\_ Temporary      (Please indicate dates available \_\_\_/\_\_\_ - \_\_\_/\_\_\_

Are you currently on "lay-off" status and subject to recall?..... \_\_\_yes \_\_\_No

Can you travel if a job requires it? ..... \_\_\_yes \_\_\_No

EDUCATION

School	Name and Address of School	Course of Study	No. of Yrs. completed	Diploma Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No

COMMENTS: Include explanation of any gaps in employment.


Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Empty box for specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Empty box for job-related training received in the United States military.

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)

Empty box for professional, trade, business or civic activities and offices held.

**ADDITIONAL INFORMATION - ATTACH RESUME IF DESIRED.**

Summarize special job-related skills and qualifications acquired from employment or other experience.

Empty box for summarizing special job-related skills and qualifications.

**SPECIALIZED SKILLS (Skills/equipment operated)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		CDL License <input type="checkbox"/> Yes <input type="checkbox"/> No	

State any additional information you feel may be helpful to us in considering your application.

Empty box for additional information.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

yes  no

