

TOWN OF PLYMOUTH, NH

Employment Application Highway Dept.



APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Are you currently employed?		Desired Salary	
Position Applied for				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

SPECIAL SKILLS
List technical/professional licenses of certifications you hold:
List office machines, heavy equipment, vehicles, and other machinery you can operate:
Indicate any specialized training you have received:

DRIVING HISTORY (use additional sheets as necessary)

List ALL presently unexpired motor vehicle operator's licenses you hold:

License #: Issuing State: Expires: - - Type:

License #: Issuing State: Expires: - - Type:

License #: Issuing State: Expires: - - Type:

Date of Birth - - (necessary to conduct motor vehicle records check)

Provide complete motor vehicle accident record for past 7 years

Date: Nature of Accident (head on, rear end, etc).

Indicate ALL traffic convictions during the past 7 years (other than parking violations) and dates of ALL license suspension forfeitures during the past 7 years.

Location: Date: Description:

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

CRIMINAL HISTORY

Have you ever been arrested for or convicted of a crime that has not been annulled by a court? NO YES
If yes, explain fully (conviction will not automatically disqualify you from employment)

DISCLAIMER AND SIGNATURE

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 and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the Town has any authority to enter into any agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Town representative.

This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans Disabilities Act (ADA) and other relevant federal and state laws.

Signature

Date

DO NOT WRITE BELOW THIS SECTION

Date: _____

Interviewed by: _____

Hired Yes

No

Approved By:

Department: _____

Selectboard: _____

Position: _____

Selectboard: _____

Start Date: _____

Selectboard: _____

Salary/Wage: _____

Selectboard: _____

Selectboard: _____

Dept. Head: _____

APPLICANT'S STATEMENT
(please read carefully before signing)

I authorize the Town of Plymouth to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals relating to my activities. This information may include, but is not limited to academics, residential, achievements, performance, attendance, personal history, disciplinary, arrest and convictions records (both juvenile and adult). Further, I hereby authorize all references, persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and other documentation supplied by me, if any) to provide the Town of Plymouth any relevant information that may be required to arrive at any employment decision. I understand that the information release is for the Town of Plymouth's use only.

In submitting this application for consideration and as indicated by my signature below, I hereby certify that all responses provided herein and throughout the application process are true and complete to the best of my knowledge. I authorize the Town of Plymouth and/or its authorized agent(s) to investigate my personal and employment history and financial and credit record. I further authorize investigation of all statements contained in this application for employment as deemed necessary in arriving at an employment decision. I understand that should an investigation at any time disclose any misrepresentations and/or falsifications as stated herein, upon any other employment – related forms or made during interview(s) - my application will be rejected and should I become or already be employed with the Town of Plymouth, my employment may be terminated.

If I am employed by the Town of Plymouth, I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship established with the Town of Plymouth is of an "at will" nature, which means that the employee may resign at any time and the Town of Plymouth may discharge the employee at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written instrument or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the Town of Plymouth.

APPLICANT'S SIGNATURE:

DATE:

**TOWN OF PLYMOUTH
HIGHWAY DEPARTMENT
HIGHWAY WORKER**

JOB SUMMARY

Performs work in all areas of construction and other assigned projects: summer and winter maintenance of roads; bridges; sidewalks; cemeteries; snowplowing; snow removal; sanding.

SUPERVISION RECIEVED

This position works under the general supervision of the Road Agent, Highway Supervisor, and/or the Highway Foreman, who assigns and reviews projects, and is available for technical advice, if problems are encountered. Work may be reviewed in progress and upon completion for conformance with instructions and acceptable trade practices.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position)

1. Assembles materials, and equipment necessary to complete projects.
2. Serves as equipment operator, worker/laborer in diversified projects involving repairs of roads; bridges; sidewalks; building maintenance; roadside landscaping; curbing; culvert and catch basin laying, setting and maintenance. May be required to work on projects with other departments or surrounding Towns.
3. Required to do winter operations; snow removal, plowing; salting, sanding. Maintains the assigned plow route in an effective way.
4. Prepares equipment for winter storms.
5. Maintains an effective preventive maintenance schedule for the equipment.
6. Inspects vehicles and equipment and recognizes the need for repair.
7. Maintains clean equipment and vehicles.
8. Operates all equipment and trucks, effectively, as necessary, including chain saws, shovels, rakes, hand tools, and other equipment necessary to get the task done.
9. Makes maintenance repairs; welds and modifies equipment; fabricates new parts as necessary, or as directed; installs accessories to the vehicles; paints; installs and repairs snowplowing equipment. Replaces tools to their proper place when finished.
10. Purchases, under direction of Road Agent, Highway Foreman materials for maintenance and repair.
11. Keeps accurate records of hours worked and projects on your timecard.
12. Reads, understands, and uses policies and procedures of the Highway Department.
13. Monitors roadway conditions for tree limbs, litter, debris, etc., removes items as seen.

14. Keeps the garage, storage area, break room area swept and free of debris, and shares in the cleaning and sanitizing of the bathroom area.
15. Becomes familiar with, understands, and has the ability to access, information from; M.U.T.C.D., M.S.D.S., A.S.T.M., M.S.H.A., O.S.H.A., D.E.S., D.O.T., and the manual of Standard Specifications for Road and Bridge Construction, and any amendments thereto.
16. Reads and understands all operating and safety manuals for the equipment.
17. Works in a safe and healthy manner.
18. Receives training as necessary or directed.
19. This position requires overtime, as necessary.
20. **This position requires availability for work during winter storms, adverse weather conditions, flooding or any type of disaster. Must respond to callouts as necessary.**
21. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of the principals and practices for the safe operation of the Highway/ Public Works Department. Ability to achieve certification as required or directed. High School diploma or equivalent; OR any equivalent combination of education and hands on experience which demonstrates possession of the required knowledge, skills and ability; experience in heavy equipment operation and highway maintenance; valid CDL-B;

PHYSICAL EXERTION/ENVIROMENTAL CONDITIONS:

Required to exert physical effort, such as, but not limited to, lifting, and carrying heavy objects. Required to work and perform in varying climatic conditions, with exposure to dirt, dust, grease, refuse and other disagreeable materials; exposure to injuries such as cuts and bruises.

LICENSURE/CERTIFICATION REQUIREMENTS:

Must possess or obtain a State of New Hampshire Drivers License, minimum CDL-B.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

Some experience in heavy manual labor. **Must have the ability to follow written and oral instructions.** Ability and experience operating and maintaining related Highway Department, hand tools and safety equipment.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials; may be required to work in confined places. Required to work long hours in varying climatic conditions

SUMMARY OF OCCUPATIONAL EXPOSURES:

1. May be exposed to herbicides, pesticides, fuels, solvents, household garbage, etc.
2. May be exposed to high noise levels.
3. May be exposed to long periods of Sunlight.
4. May be exposed to rain, snow, and other winter conditions.
5. May be exposed to poison ivy, oak, sumac, and insects such as wasps, hornets, bees, etc.

OTHER CONSIDERATIONS AND REQUIREMENTS:

1. Ability to read basic technical and maintenance manuals.
2. Ability to make entries in and maintain logs, complete basic reports, and familiarity with MSDS paperwork.
3. Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce slippery conditions at the worksite.
4. Maintain reliable attendance and performance in all climatic conditions.

WORKWEEK OR HOURS WORKED

The Highway Departments workweek is based on 40 hours. Overtime is required as necessary.

**Summer Hours: 6:00AM to 4:30PM – Monday thru Thursday (4 ten-hour days)
(when allowed) Typically from Memorial Day to Columbus Day**

**Winter Hours: 7:00AM to 3:30PM – Monday thru Friday (5 eight hour days)
Typically from Columbus Day to Memorial Day**

PUBLIC INTERACTION AND INVOLVEMENT

An important part of this position is to maintain a polite and courteous interaction with the general public.