

BOROUGH OF TYRONE

APPLICATION FOR EMPLOYMENT

The Borough of Tyrone is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For		Date of Application																					
Last Name	First Name	Middle Initial																					
Address		City, State, ZIP																					
Telephone Number(s)																							
If you are under 18 years of age can you provide required proof of your eligibility to work?																							
Have you ever been employed with us before?		Do you have a current and valid Driver's License?																					
		Yes No																					
Are you currently employed?	May we contact your present employer?	Have you been convicted of a felony within the last seven years? Yes No																					
Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?																							
Proof of Citizenship or Immigration Status will be required upon employment.																							
On what date would you be available for work?		Are you currently on "lay off" status or subject to recall?																					
Are you available to work Full Time?	Part Time?	Shift Work?	Temporary?																				
<p align="center">EDUCATION:</p> <table border="1"> <thead> <tr> <th>Name & Address of School</th> <th>Course of Study</th> <th>Years Completed</th> <th>Diploma/Degree</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name & Address of School	Course of Study	Years Completed	Diploma/Degree																
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Describe any specialized training, apprenticeship, skills and/or extra curricular activities (include any job-related training received in the United States Military)

EMPLOYMENT EXPERIENCE

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

Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
Employer's Name, Address and Phone No.:	Dates Employed From: To:	Hourly Rate/Salary Starting: Final:
Supervisor's Name:	Reason For Leaving:	
Job Title:		
Duties:		
List professional, trade, business or civic activities and offices held:		

APPLICANT'S STATEMENT

I certify the answers given in this application (and accompanying résumé, if any) are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

**BOROUGH OF TYRONE
JOB DESCRIPTION**

TITLE: Laborer

FLSA STATUS: Non-Exempt

LOCATION: Tyrone Borough Highway Garage

GENERAL DESCRIPTION:

This position performs general maintenance work on borough streets, roads, parks and properties that may require the use of a variety of hand tools and the operation of trucks, mowers, snowplow, transport various maintenance materials and cut grass and brush. Specific work assignments are given daily and the employee is expected to complete them with limited assistance and guidance.

Assignments are carried out without direct supervision and completed work is reviewed by the superintendent for proper techniques and efficient use of materials and equipment.

REPORTS TO: Highway Superintendent

SUPERVISES: None

RESPONSIBILITIES:

- Patches road surfaces by cleaning potholes, applying patching materials, leveling and parking. Cleans and seals surface cracks.
- Cleans dirt and refuse from streets and drainage structures.
- Operates maintenance vehicles to load, transport and apply construction materials to the road.
- Drives snowplow and applies snow control materials. Clears snow by hand-shoveling where necessary.
- Cuts grass, brush, trees and branches using tractor mounted mowers and other hand and power equipment.
- Performs various park maintenance duties such as painting and repairing playground equipment, marking playing fields, etc.
- Raking leaves to where they can be picked up by the truck.

- Washes and performs routine maintenance on vehicles.
- Performs other work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state laws pertaining to the operation of motor vehicles.
- Skill in the operation of motor vehicles.
- Ability to learn the operation of specialized pieces of maintenance equipment.
- Ability to learn and carry out routine mechanical operations.
- Ability to understand and follow oral and written instructions.
- Sufficient physical strength and freedom from disabilities to lift heavy objects and work under adverse weather conditions.

TRAINING AND EXPERIENCE REQUIRED

Equivalent to graduation from high school.

Possession of a valid Pennsylvania motor vehicle operator's license (Class B CDL with Air Brake) not a requirement for hire, however, must be obtained within six (6) months from date of hire.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.