

**City of Kewanee
Civil Service Commission
Laborer/Truck Driver Register**

Applications are being accepted by the City of Kewanee for the entry-level position of Laborer/Truck Driver. The starting hourly wage is currently \$16.37 and would increase to \$20.47 at the completion of probation. The City offers an excellent benefits package. The final eligibility register is anticipated to be established by the end of June 2018.

Basic qualifications: High school graduate or the equivalent; a resident within 15 air miles of Kewanee within six months of appointment and remain within 15 air miles of Kewanee throughout the employment period; ability to obtain a Commercial Driver's License, (CDL) prior to employment; general mechanical ability; ability to work and communicate effectively with other employees, supervisors, and the public; conduct routine maintenance on equipment and vehicles; and accept and follow directions in the maintenance and service of City water, storm and sanitary sewer, streets, and sanitation collection. Other qualifications are listed in materials available at City Hall, and include passing a pre-employment physical and drug screen as well as having a satisfactory police and employment background check.

Testing: A physical fitness test to assess an applicant's fitness for the position. Applicants obtaining a passing score will then proceed to written testing to determine an applicant's mechanical aptitude. Applicants passing the written testing will proceed to oral interview. Applicants who are found to be qualified to continue after a review of submitted application materials will be notified of the testing dates and locations, however, it is anticipated that the physical testing will occur on March 20, 2018, beginning at 6:00 p.m. with written testing scheduled for April 3, and oral interviews conducted shortly thereafter. All applicants must abide by the rules established by the Civil Service Commission.

Applications may be obtained online at cityofkewanee.com or in person at Kewanee City Hall 401 E. Third St. Kewanee, IL 61443-2365, along with a position description for a laborer/truck driver for one of the divisions of the public works department, but which may not represent the next available position. Applications must be completed and returned to the City Clerk at Kewanee City Hall, 401 E. Third Street, Kewanee, Illinois, by no later than 5:00 p.m. on March 9, 2018. Kewanee is an equal opportunity employer and a drug and alcohol free work place.

EMPLOYMENT APPLICATION
City of Kewanee

Received:
 Date: _____
 Time: _____
 Clerk: _____

Truck Driver Laborer 2018

GENERAL INSTRUCTIONS

- A. You may request any needed accommodation to participate in this application process, for example, an accommodation for a test, a job interview, or a job demonstration.
- B. Carefully review the information about the position to ensure that you meet the necessary qualifications for the position.
- C. The information entered on this form must be printed clearly or typewritten.
- D. A separate application must be submitted for each position.
- E. It is your responsibility to keep your name and address current.
- F. **CAUTION:** Give complete and concise answers to all questions. You can be credited only with the education and experience shown on this application and any required supplementary form. You must be able to substantiate all statements made on this form. Truthful answers to questions contained on this form are considered a condition of employment (if falsehoods are discovered on this form it may lead to termination).
- G. Return the completed form to: Personnel Officer, City Hall, 401 E. Third Street, Kewanee, IL 61443-2365.

1. What position of employment are you applying for?

PERSONAL INFORMATION				
2a. LAST NAME	2b. FIRST	2c. MIDDLE		
3a. STREET ADDRESS		3b. CITY	3c. STATE	3d. ZIP
4a. HOME PHONE		4b. WORK PHONE		4c. EMAIL
5. DATE OF BIRTH:		Used only for positive identification for background check. See NOTE at bottom of Page 5 of this application for more information.		

6. Yes No Have you ever been employed by the City of Kewanee? If yes, please be sure to list under work history.

7. Yes No Have you ever been enrolled in an educational institution or employed under any other name, such as a prior legal name or maiden name? If yes, please give the name(s) you used.

NAMES:	
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8. Yes No Are you a current resident of the City of Kewanee? Unless specifically waived by the City Manager, all positions require residence in the City of Kewanee. Kewanee residency is considered a condition of employment and failure to comply may lead to termination.

9. Yes No Are you a United States citizen?

10. Yes No Have you ever served in the United States armed forces? If yes, complete the following:

Branch of Service:	Enter Date:	Discharge Date:	Discharge Type:

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11. Yes No With the exception of actions that have been annulled, expunged, or sealed by a court, have you ever been convicted, found guilty, or pleaded guilty to a crime in criminal, civil, or military court?
12. Yes No Have you ever been fined, placed on probation, or forfeited collateral for breach or violation of any law, ordinance, police, or traffic regulation, including moving and equipment violations?
13. Yes No Do you now have any charges pending against you?

"Yes" answers to questions 11., 12., or 13. above must be explained in detail in the area below:

Date, Court & Location:	Nature of Offense or Violation:	Disposition of Case and Penalty/Fines imposed:

14. Yes No Are you applying for a position which requires a professional license, certificate, or registration, including operator's or chauffeur's license? If "Yes", list the requested information below:

License/Certificate Type:	License/Cert. Number:	Where Issued:	Date Issued:	Date Expires:

15. Yes No Do you have any friends or relatives working for the City of Kewanee? If "Yes", please list below.

NAMES:	
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16. Yes No Have you ever declared bankruptcy or are you now in any type of bankruptcy proceedings? If yes, please explain below.

Bankruptcy Proceedings:	

17. Yes No Have you ever had your wages garnished or are there proceedings now underway that may result in your wages being garnished? If yes, please explain below.

Garnishment Orders:	

18. This question pertains to the description of the position that you are applying for. You can not answer the following questions unless you understand the position description. If you need assistance in understanding the position description, please request assistance from the Personnel Officer or a member of the staff.

- 18a. Yes No Are you able to perform the functions of the position that are listed under the title of "Essential Functions" without an accommodation? If yes, skip to question 19.

- 18b. Yes No Can you perform the "Essential Functions" with an accommodation? If yes, please explain in the space provided below, how you would perform each particular "Essential Function", and with what accommodation.

Accommodations:	

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19. If the City of Kewanee is able to offer you a position, what is the soonest that you will be able to report to work? (For example, "After 2 weeks notice to current employer", or "last day of August".)

When Available:	
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20. Not all positions require an ability to work shifts on weekends or during hours outside of the normal work day. Are you willing to work the following shifts or unusual hours if necessary?

- | | |
|---|--|
| 20a. <input type="checkbox"/> Yes <input type="checkbox"/> No Dayshift | 20e. <input type="checkbox"/> Yes <input type="checkbox"/> No Evening Shift |
| 20b. <input type="checkbox"/> Yes <input type="checkbox"/> No Night Shift | 20f. <input type="checkbox"/> Yes <input type="checkbox"/> No Rotating Shift |
| 20c. <input type="checkbox"/> Yes <input type="checkbox"/> No Part-time | 20g. <input type="checkbox"/> Yes <input type="checkbox"/> No Weekends |
| 20d. <input type="checkbox"/> Yes <input type="checkbox"/> No Overtime | 20h. <input type="checkbox"/> Yes <input type="checkbox"/> No Seasonal/Limited |

WORK HISTORY

- Please be complete. You can be credited only with the education and experience shown on this application and any supplementary form. Your training and employment experience will be used to determine whether you meet the entrance requirements for this position and to compute your rating of experience and training. Include military and volunteer experience that you believe may relate to the position for which you are applying.
- Start with your present or most recent employment and list your employment history.
- If you held more than one job for the same employer, list each job as a separate period.
- NOTE: This section of the application must be completed even though the applicant may elect to attach additional material such as resumes, vita, or addenda. An incomplete application may result in the application being rejected or delayed which could result in a lost job opportunity.

21a. Present or Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____ Ending: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

21b. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:

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Ending: \$/hr. _____

(Continued next page.)

21b. Next Most Recent (con't.)

Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)

21c. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: _____ Mo. _____ Yr. Ended: _____ Mo. _____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

21d. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: _____ Mo. _____ Yr. Ended: _____ Mo. _____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

22. Yes No Have you ever been dismissed or forced to resign from any position other than as stated above? If yes, please explain in the space provided below. Note: Failure to include all information regarding dismissal or forced resignation will result in the rejection of your application. If more space is required to adequately describe your experience, attach full sheets of paper and write on each sheet your name and the position title for which you are applying; use the same format as above.

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EDUCATIONAL AND TRAINING HISTORY

23. Schooling

SCHOOL	NAME & LOCATION	MAJOR SUBJECTS	DID YOU GRADUATE	LIST DEGREE OR DIPLOMA
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES

24. List below three personal references, which cannot be former employers or relatives.

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

25. UNDERSTANDING AND AUTHORIZATION FOR RELEASE: I understand that this application is not and is not intended to be a contract of employment. , Nor does this application obligate the employer in any way if the employer decides to employ me. No one other than the City Manager, or his authorized agent, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by the City Manager, or his authorized agent. I authorize the City of Kewanee to make such investigations and inquiries as to my character, personal history, financial and credit record, employment record, and conviction record as may be necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies, and persons from all liability for any damages whatsoever that may ensue from furnishing the same to the City of Kewanee.

26. CERTIFICATE OF APPLICANT: I certify that all answers and statements contained in this application are true to the best of my knowledge and belief. I understand that misstatements or omissions of material fact will subject me to disqualification or dismissal. I approve the above authorization for release.

Date:

Signature:

(Applications not signed will not be accepted)

NOTE: The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age," or by other means. The term "employment applications," refers to all written inquiries about employment or applications for employment or promotion including, but not limited to, resumes or other summaries of the applicant's background. It relates not only to written preemployment inquiries, but to inquiries by employees concerning terms, conditions, or privileges of employment as specified in section 4 of the Act. [46 FR 47726, Sept. 29, 1981, as amended at 53 FR 5972, Feb. 29, 1988]

Waste Division Driver/Laborer.

- a. General Nature of Work: An employee in this position normally performs his duties throughout the City and at times outside of the City limits when coordination with other City divisions and departments, and other governmental units may require. An employee in this position normally works to pick up items placed for disposal from locations about the City. In general this employee should expect to assist other divisions in carrying out their duties when called upon - an example would be snow removal. Duties are performed under the direction of the Operations Manager.
- b. Special Nature of Work:
 1. In this position, an employee will frequently come into contact with citizens who must be considered to be customers of the City. These citizens are frequently concerned with issues that effect their specific area of interest, such as the street in front of their home or business. As such this employee must recognize the special situation that the citizens feel that they are under and ensure that each citizen is treated in a professional manner. Maintaining a professional bearing and attitude towards the City's customers does not mean to take abuse from anyone dealing with the City. Should abuse occur employees should, as soon as possible, report the situation to the person directing their work for resolution.
 2. Because the City must maintain sanitary conditions which includes the removal of refuse, passage way on streets, sanitary and storm sewer service to the community this employee will from time to time be required to work overtime hours. An inability of the employee to work overtime or an unwillingness to do so will make the employee ineligible for this position.
- c. Examples of Duties: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class).
 1. As directed collect and properly dispose of refuse set out for collection by authorized patrons of the City. These items may be trash, garbage, and recyclable materials. Also pick up and dispose of any "road kill" seen while on the collection route.
 2. As directed assist other division in carrying out their duties such as keeping the streets and alleys of the City in a safe and passable

condition, to include snow removal, signage work, and the removal or repair of any road hazard that may exist to vehicular or pedestrian traffic.

3. Perform routine check-out and perform minor maintenance on City trucks such as changing tires, replacing lights, ensuring proper fluid levels, cleaning exterior and interior, and reporting to the City Mechanic equipment problems that are beyond the scope of routine maintenance.
4. As directed work with Illinois Power for the removal of trees and branches to include operation of a chipping machine for both coordinated work and City only chipping work.
5. Advise the person directing his work of any unforeseen problems that prevent him from carrying out his assigned tasks in a timely manner.
6. As necessary, perform the daily work of the division, which involves equipment operation and system maintenance, both preventative and as occurring. This includes the maintenance of buildings and grounds.
7. Advise the person directing his work of a shortage of inventory of operational parts and supplies that are necessary for the conduct of preventative and as occurring maintenance and repairs.
8. Performs related duties as directed by proper authority.

d. Knowledge, Skills, and Abilities:

1. Ability to establish and maintain an effective relationship with municipal officials, other municipal employees, and the general public.
2. Ability to operate City trucks, and other tools and machinery used in the course of the Waste Division's operations.
3. General knowledge of machinery operation.
4. Ability to understand and follow written and oral instructions.
5. Willingness to perform properly assigned tasks.
6. Conscientiousness and dependability.

e. Desired Education, Training, and Experience:

High School graduate or equivalent, supplemented by some experience in operating power equipment and machinery; or any combination of experience and education which provides the desired knowledge, skills, and abilities.

- f. Essential Functions and Qualifications: Failure to have or maintain these essential functions and qualifications may result in an inability to fill this specific position.
1. Ability to maintain a State of Illinois Commercial Driver's License (CDL) Class A or Class B and operate the trucks within the Public Works Department.
 2. Willingness to work overtime.
 3. Ability to maintain the physical stamina to consistently handle throughout the workday containers containing disposal material that weighs up to fifty pounds each. Ability to maintain the physical stamina to consistently handle in excess of 10,000 pounds of disposal material each collection day. Handling consist of moving containers from the curb side through a horizontal distance of about five to fifteen feet and a vertical distance of between three and four feet. Collection takes place year round and is conducted in unfavorable weather, which ranges from the high humidity and heat of the summer to the bitter cold and wind chill factors of the winter season.
 4. Must satisfy a police check that reveals no past criminal activity and no history of misdemeanor convictions that may indicate anything but the highest level of personal integrity and sobriety.
 5. No history of inability to meet just obligations. Inability to meet just obligations may, among other things, be indicated by bad debt letters and orders requiring garnishments from pay due to bad debts.
 6. Ability to be easily understood over radio circuits and land lines, in regard to clear pronunciation. This is required in order to communicate with the workers within the Waste Division.
1. Pass an employment physical.