



MIAMI TOWNSHIP

2700 Lyons Road, Miamisburg, OH 45342
937.433.9969

DIRECTIONS FOR APPLICATION FOR EMPLOYMENT

- 1 **READ** and **FOLLOW** directions.

Failure to follow directions will result in removal of the application and thus non-consideration for the position. This fact is being shared with you, as an applicant, because it is the **#1** reason applications are removed from consideration.

- 2 *All general and specific communications subsequent to submittal of the application (ex: application status, testing site, date, address, and etc), from Miami Township, and for this selection process will take place via e-mail.* If you do not have an e-mail, applicants may go to Google.com or Yahoo.com and sign up for a free account. Access to public computers are located at public libraries. Applicant must ensure that his/her account receives maimitownship.com e-mail communications and any respective attachments.

Miami Township is not responsible for the applicant's e-mail account rejection of electronic communications. As an applicant, you are encouraged to check your email account often to remain up to date in the selection process.

- 3 Write **LEGIBLY**.

If it's not legible, or if your penmanship is not acceptable, the application is not acceptable.

- 4 Submit required documentation and application (separate submittals are not accepted).
In the following order:

- a Application (original)
- b Ohio Driver's License (copy)
- c Copy of Social Security Card

- 5 Make your own copies of your documentation. Part of applying for a job is being prepared and paying attention to detail.

<http://www.inc.com/matthew-swyers/5-things-i-look-for-in-a-great-job-interview.html>

- 6 Checklist, for your convenience:

- _____ Provided completed application (original; no faxes or emailed PDF's)
(Please do not submit Directions, Job Posting/Description, or Instructions)
- _____ Provided copy of current Ohio Driver's License
- _____ Provided copy of Social Security Card

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Human Resources Department in a timely fashion.

READ CAREFULLY BEFORE SIGNING

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered. I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

I hereby authorize those parties to whom this document (or reproduction thereof) is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for employment with Miami Township. In addition, I authorize those parties to conduct pre-employment investigation and examinations; not limited to a credit check, drug and alcohol testing, polygraph, pre-employment physical, and psychological examination. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I agree that, if hired, my employment is for no definite period of time, my employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

Signature: _____ Date: _____

I hereby give my consent to an investigation of my professional and personal background by Miami Township in connection with any information given by me on this application for employment. I understand that this will include an investigation of my past educational and employment records as well as a check of my past criminal record and status of my driving record. I have read the above and it is fully understood by me.

For background investigation purposes ONLY: SS# _____ Date of Birth: _____

Signature: _____ Date: _____

READ CAREFULLY BEFORE SIGNING

I agree that any claim or lawsuit relating to my service with Miami Township, or any of its trustees, departments heads, managers, or supervisors, must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Signature: _____ Date: _____

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If you are hired, the Application for Employment and all addendums and additions become a part of your official employment record.

By signing below, I am acknowledging that I have read and that I understand all that is contained within the Application for Employment.

Signature: _____ Date: _____

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a represen-

On a separate piece of paper, please explain any additional knowledge, skills and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility.

Do you have friends or relatives who work for Miami Township? Yes _____ No _____

If "yes", please state name and relationship: _____

MILITARY SERVICE

Branch of Service: _____	Highest Rank Achieved: _____
Job Title: _____	Duties: _____

Total Length of Service Time: _____	Rank at discharge: _____
Reserve or National Guard Status: _____	

REFERENCES

List three people not related to you and not former employers who you have known at least one year and who have knowledge of your character, experience and abilities.

Name: _____	Business / Position: _____
Mailing Address: _____	Phone #: (____) _____
Name: _____	Business / Position: _____
Mailing Address: _____	Phone #: (____) _____
Name: _____	Business / Position: _____
Mailing Address: _____	Phone #: (____) _____

BACKGROUND INVESTIGATION

Note: Convictions are not an automatic bar to employment. Each case is considered on its own merit.

1. Have you ever been convicted of any criminal or traffic violation other than parking violations? Yes _____ No _____
2. If the answer to #1 is "yes":
 - a) With what were you charged or convicted? _____
 - b) Where were you charged or convicted? _____
 - c) When were you charged or convicted? _____
3. Is your driver's license now under suspension by the State or any Court? Yes _____ No _____
4. If the answer to #3 is "yes":
 - a) Where did the suspension occur? _____
 - b) When did the suspension occur? _____
 - c) For what reason was your license suspended? _____

EMPLOYMENT HISTORY/EXPERIENCE

Begin with the most recent employer and account for the past ten years, including unemployment. Indicate name used if other than signature on this application. If applying for a position in the Police or Fire Department, account for entire employment history, including periods of unemployment. Use a separate sheet of paper if more room is needed. A résumé is both welcomed and urged in ADDITION to completion of this application. A résumé will not be accepted in lieu of any part of this application.

From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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List Computer Skills:

May we contact the employers above? _____ If not, indicate which one(s) you do not wish us to contact: _____



MIAMI TOWNSHIP, Montgomery County
 2700 Lyons Road, Miamisburg, Ohio 45342
 (937) 433-9969

Application for Employment

To ensure acceptance and consideration, PRINT CLEARLY and reply to all blanks.

Position applying for: _____ Expected wage/salary: _____

Check one: Full-time: _____ Part-Time: _____ Seasonal: _____

Were you previously employed by Miami Township? _____ If yes, when: _____

If your application is considered favorably, when would you be available for work? _____

Are you capable of performing the material and substantial duties of the position that you are applying for with or without reasonable accommodation? Yes _____ No _____

Do you meet the minimum qualifications for the position for which you are applying? _____

PERSONAL INFORMATION

Name: _____ Soc. Sec. #: _____ - _____ - _____
 Last First M.

Current Address: _____ How Long There? _____
 Street City Zip

Past Address: _____ How Long There? _____
 Street City Zip

Home Phone: (____) _____ Alternate: (____) _____ E-mail: _____

Driver's License #: _____ / State: _____ / Expires: _____

Are you a United States Citizen? _____. If no, are you legally eligible for employment in the US? _____

RECORD OF EDUCATION AND/OR CONTINUED LEARNING

	Name & Address of School or Institution of Learning	Course of Study	Last Year Completed (1, 2, 3, 4, etc.)	Diploma, Degree, or Certificate Received
High school	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

MIAMI TOWNSHIP

2700 Lyons Road, Miamisburg, Ohio 45342

(937) 433-9969

APPLICATION FOR EMPLOYMENT

To ensure acceptance and consideration, PRINT clearly and reply to all blanks.

PRINT: Last Name First Name Middle Name Date

E-mail Address: _____

(Required)

Position applying for: Part Time Road Worker/ Grounds Maintenance

Starting wage: **\$13.60/ hour**

1 Complete (check) the following for verification:

_____ Monday-Friday, 7:00a.m. to 3:30p.m.

Scheduled work days will be coordinated with Miami Township upon employment. Schedule will fluctuate depending on season.

Maximum of 1,500 hours per calendar year

2 Were you previously employed by Miami Township? _____ If yes, when: _____

3 If your application is considered favorably, when would you be available for work? _____

Date: _____

4 Have you read and do you understand what the Job Description and the essential functions for the position for which you are applying?

Initial one: _____ Yes _____ No

5

6 Are you capable of performing the material and substantial physical duties of the position that you are applying for with or without reasonable accommodation?

Initial one: _____ Yes _____ No

7 I understand that if hired I am subject to random drug testing as outlined in the employee policy manual.

Initial one: _____ Yes _____ No

8 Do you meet the minimum qualifications for the position for which you are applying?

Initial one: _____ Yes _____ No

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READ: INSTRUCTIONS

This application is intended for the use by Miami Township to select the most qualified and best candidate for the position. Complete all information requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph and screening procedures.

The answers to questions contained in this application must be completed by your own hand. If hand printed, print legibly in black or blue ink only. Each question must be answered, there can be **no blanks**. **If a question does not apply to your particular circumstance, insert, "DNA" in that blank.** When answering questions requiring dates, insert the full date, partial month-year responses are unacceptable. Partial address responses are unacceptable.

A resume is not accepted in lieu of a completed application. The information contained within the application is the information that is considered. Supporting certifications, where applicable, are acceptable as enclosures.

An application that is incomplete and/or not submitted for consideration per directions will be not be considered and is automatically disqualified.

Warning

Applicants are cautioned to answer every question truthfully and without evasion. The Ohio Revised Code provides penalties for making a false statement of a material fact, or for practicing any fraud or deception in obtaining or attempting to obtain Municipal Employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Chapter 2921.

More Space Needed

If you should require more paper to complete a section, use a separate sheet of paper if more room is needed. **Do not write on the back of any page.**

Disqualification

The following points of disqualification are not in themselves inclusive of all points of disqualification, but are representative of some of the major considerations involved in the selection process:

- ▲ Illegal use of narcotics or drugs
- ▲ Immoral or Disorderly Conduct
- ▲ Job Related Misdemeanor Convictions
- ▲ Felony Convictions
- ▲ Gambling
- ▲ Excessive Traffic Convictions
- ▲ Falsification
- ▲ Lacks Minimum Job Requirement for Job Title
- ▲ Fraud
- ▲ Unable to Speak or Write the English Language
- ▲ Failure to Report for a Scheduled Interview
- ▲ Attempts to use Political Influence in Obtaining a Job
- ▲ Neglect of Court Ordered Family Support Obligations
- ▲ Physically Incapable of Performing Essential Job Functions with/without Reasonable Accommodation

Miami Township

Montgomery County, 2700 Lyons Road, Miamisburg, OH 45342

JOB POSTING

Position: Part-time Road Worker/ Grounds Maintenance
Posted: November 30, 2014
Closing: Open Until Filled
Status: Regular, Part-time, Non-exempt
Wage: \$13.60- \$16.95 per hour

JOB DESCRIPTION

About Our Organization: Miami Township, a community of partnerships. It is both rural and urban, with the convenience of city life and the openness of the country still in view. Only minutes south of the Dayton International Airport and Wright Patterson Air Force Base, Miami Township is home of the Dayton Mall. The Township is conveniently located along the I-75 corridor between Cincinnati and Dayton where the new Austin Road Interchange is currently under construction. Miami Township has a long history of attracting a diverse assortment of businesses, industry, and residential neighborhoods that help us to maintain a well-balanced economic base. Our prime location along Interstate 75 led to the first regional shopping mall being constructed in the township. Our convenient location between Dayton and Cincinnati has led companies like LexisNexis, MetLife, Teradata, and NewPage Corporation to establish corporate headquarters here.

Job Information: Part-Time Road Worker/ Grounds Maintenance

Job Reference Number: 20141130

Job Location: 10891 Wood Road, Miami Township, OH 45342

Hours/Week: Fluctuating hours per week with a maximum of 1500 hours per 365 day period. Monday through Friday, 7:00 AM to 3:30 PM. Schedule will be determined upon employment

Position **will be required** to occasionally work nights and weekends for emergency snow removal operations.

Starting Wage: \$13.60 per hour

Benefits: Pro-rated vacation, sick and personal leave accumulation dependent upon hours worked

How to apply: Resumes are not accepted in lieu of completed application materials. Applications will be accepted until 3PM on December 10th, 2014. Position will remain open until filled.

POSITION SUMMARY

This is a contributing level class in the Maintenance Worker classification and has no supervisory skills associated with the responsibilities. Employee reports to a supervisor or crew leader. Incumbents of positions in this classification work in areas such as roadways, buildings, ditches, medians, parks, trees and special crew assignments depending upon training requirements and operational needs. Work is closely supervised. Work methods are explained in specific terms and work is subject to frequent review.

Performs a variety of skilled types of maintenance work, and operates a variety of equipment in the construction,

operation, repair, maintenance, and replacement of public roadway and storm drainage facilities and systems. Requires more than usual physical strength and endurance. Must be able to work independently, under direction, and/or as a part of a team. Performs manual labor of more than ordinary difficulty that often involves the use of acquired skill. Does related work as required by supervisor.

JOB DUTIES AND RESPONSIBILITIES

- Assists in the inspection and/or repair of streets and storm drainage systems at regular intervals to insure that all aspects of the system are functioning properly.
- Assists in the inspection and maintenance of traffic control signage and recorded condition in reporting documents.
- Assists in the maintenance of a variety of accurate records relating to inspections, maintenance activity, materials used, etc.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after each use.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, pavement repair, storm ditch digging, manhole and line cleaning, laying and backfilling, and crack sealing operations.
- Completes other duties as assigned by supervisor

ESSENTIAL FUNCTIONS

The following list of essential functions for this position includes activities that must be performed efficiently, effectively and safely in the execution of daily-required tasks.

- Ability to perform the related duties of a Light Equipment Operator (mower, leaf collector, brush cutter, paint striping, etc.)
- Digs, spreads, and levels dirt and gravel.
- Digs and braces ditches for storm water tiles.
- Lifts, carries and holds building materials, tools, and supplies.
- Mixes, pours, and spreads concrete, asphalt, gravel and other materials using hand tools.
- Assists in masonry work required in raising and lowering manholes.
- Handles and uses hand tools and power tools including chain saw, jackhammer, and gas-powered weed eater.
- Assists in the felling of trees, cuts them up, and drags the pieces to a brush chipper. Loads pieces into brush chipper or onto truck.
- Performs highway maintenance work on public roads and rights of way including erection and repair of guard rails, highway markers, traffic signals and signs, using hand tools and power tools.
- Drives trucks up to and including Class B capacity; operates truck with snow blade and salt spreader and operates other snow removal equipment.
- May be trained to operate front-end loaders, bucket truck, backhoe, street sweeper, rollers, light tractors, mowing equipment and other applicable equipment.
- Available for scheduled and emergency overtime.
- Able to work with a mobile phone or pager and ability to be on-call and respond accordingly.

KNOWLEDGE SKILLS, AND ABILITIES

- Equipment operation, such as but not limited to: plate compactors, power tamps, chain saws, cement saws, pumps, propane kettles, compressors, sanders, and generators.
- Ability and dexterity to work with hand held tools, such as but not limited to: common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phones (conventional and mobile).

- Ability to learn and function within the areas of machinery, facilities, materials, methods and procedures used in this type of work environment.
- Ability to work for extended periods doing heavy labor.
- Comply with safety rules and regulations.
- Cable of communicating effectively both verbally and in writing.
- Able to listen and carry out written and verbal directions.
- Able to maintain professional working relationships with co-workers both within and external to the department.
- Some knowledge of a variety of skilled maintenance and manual tasks.
- Ability to understand and follow oral and written instructions.
- Ability to read and write legibly.
- Ability to perform heavy manual work for an extended period under varying climatic conditions.

ESSENTIAL PHYSICAL ABILITIES

- Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet).
- Ability to exert force to elevate objects of varying weight and size (lifting equipment and tools, humans, protective equipment).
- Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- Ability to exert enough force to move stationary objects toward or away from their former position (pull carts, equipment, push carts, lifting objects).
- Ability to lift objects in excess of 50 pounds.
- Ability to manipulate hands, fingers, and wrists or to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means.
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings safety hazards).
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and far distances;
- Ability to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

Pre-employment, post-offer physical examination including, but not limited to drug testing, background check and other related components which are based on the specific sensory and/or physical demands of the position.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE

- High school diploma or GED required.
- Two full years of full-time experience relating to similar work as outlined above. OR, any equivalent combination of education and experience.
- Internal and External applicant: Possess and maintain an Ohio Class B Commercial Driver's License during employment tenure.
- Possess a valid Ohio Driver's License and have maintained a good driving record during employment.
- Comply with Miami Township policies and procedures.

SUPPLEMENTAL INFORMATION

- The Part-Time Road Worker/ Grounds Maintenance position is currently scheduled to work as outlined above or under the requirements of FSLA. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change.

- Performance evaluations occur as follows: 6 month probationary and yearly thereafter.
- Successfully pass an ongoing Department of Transportation mandated random drug-testing program.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.