



Merrillville Parks & Recreation Department
5750 Tyler Street
Merrillville, IN 46410
(219) 980-5911

Title: Part-Time Outside Summer Maintenance
Hours: 27-30 hours per week (possibly more as needed)

Job Summary:

The Merrillville Parks Department is accepting applications for Park maintenance summer laborers. You must be 18 years of age to apply. Job responsibilities include cutting grass, weed whipping and general clean-up of our parks, event set up and break down.

Essential Job Functions:

Work with other Town personnel to engage services to support programs and activities such setting up for large events.

Maintain inventory of all equipment and supplies needed and used, including keys. Insure that materials and equipment are at a designated location when needed. Ensure effective and conservation use of supplies.

Every staff member is to help each other as needed, this includes helping with the Public Works staff as needed. It is expected that everyone has great leadership skills; personal relations skills; be able to drive a small pick-up truck; use basic lawn maintenance equipment, etc. as needed.

Job/Driving Requirements:

A valid Indiana Driver's license is required within (30) days of being hired. Use of a personal vehicle will be required from time to time and proof of liability insurance will be required.

Any applicant authorizes to have a background check and results must be satisfactory to the Town of Merrillville and the State of Indiana due to the nature of the Community Center.

Any applicant selected for employment with the Town of Merrillville must receive satisfactory results from a pre-employment drug testing, references, background checks and credential verification. Additionally, employees are subject to interval criminal background checks and in accordance with Federal Regulations, employees will be subject to random drug testing throughout their employment with the Town of Merrillville.

Preferred Qualifications

Prior lawn mowing experience. Knowledge of tools used for basic maintenance.

Physical Requirements

Medium to excessive as needs arise, assist in setting up rooms for events, moving tables and chairs, gathering supplies as needed, cleaning up garbage inside and outside around the building and playground area as needed. Be prepared for any clean-up that is needed before the next event as necessary.

Work Location:

You will check in at Pruzin Community Center, Merrillville, IN 46410, but you will need to go to the various parks, Town Hall and Public Works Garage if necessary.

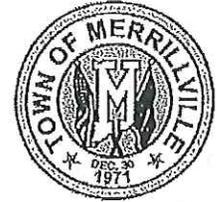
Work Hours:

Work days and hours will vary, nights and weekends as needed, but mainly days. At the discretion of the Recreation Director, work location and days and hours will be subject to change as different maintenance needs arise. This position can be terminated at any time, for any reason.

Required:

Required license or certification: Driver's License

Application for Employment



PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____
 Name of source (if applicable) _____

Name _____ Social Security Number _____

Address _____

Telephone (_____) _____ Mobile/Beeper/Other Phone (_____) _____

If necessary, best time to call you at home is _____ a.m. p.m.

May we contact you at work? _____ Yes No

If you are under 18 and it is required, can you furnish a work permit? _____ Yes No

If no, please explain _____

Have you submitted an application here before? _____ Yes No

If yes, give date (s) _____ / _____ / _____, _____ / _____ / _____

Have you ever been employed here before _____ Yes No

If yes, give date (s) _____ from _____ / _____ / _____ to _____ / _____ / _____

Date available for work _____ / _____ / _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Have you ever been bonded? _____ Yes No

Have you been convicted of a crime in the last seven (7) years? _____ Yes No

If yes, please explain _____

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Driver's license number if driving is an essential job function _____ State _____

Employment History _____

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE / SALARY		
		ENDING		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LATER		\$	PER	

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, education institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____ / ____ / ____

Employment History (continued)

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE / SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
		HOURLY RATE / SALARY		
		ENDING		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LATER		\$	PER	

Comments - Including explanation of any gaps in employment

Skills and Qualifications - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

A. List last three schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major Field of study. F. Minor field of study.

SCHOOL ATTENDED	YEARS COMPLETED	DEGREE/DIPLOMA	G.P.A.	MAJOR	MINOR

References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE NUMBER	YEARS KNOWN

Additional Information

List professional, trade, business, or civic associations and any offices held.

Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

ORGANIZATION	OFFICES HELD

Affirmative Action Voluntary Information

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision of action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for _____ Date ____ / ____ / ____

Referral Source

- Walk-In
- Employee
- Advertisement - Source _____
- Government Employment Agency
- Relative
- Private Employment Agency
- School
- Other _____

Name of person who referred you _____

Applicant Information

Name _____ Telephone (____) _____
 LAST FIRST MIDDLE

Address _____
 STREET CITY STATE ZIP CODE

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin)
- American Indian / Alaskan Native
- Black (not of Hispanic origin)
- Asian / Pacific Islander
- Hispanic

For Administrative Use Only

Position(s) applied for: Available Not Available

Other positions considered for _____

Hired: Yes No

Position hired for _____ Date of hire ____ / ____ / ____

From the EEO job classifications listed below, which one best describes the position filled?
 Officials and Managers Sales Workers Operatives (semi-skilled)
 Professionals Office and Clerical Workers Laborers (unskilled)
 Technicians Craft Workers (skilled) Service Workers

Notes _____

Completed by _____ Date ____ / ____ / ____