



City of Ladysmith

P. O. Box 431, Ladysmith, WI 54848

Phone (715)532-2603 Fax (715) 532-2620

www.cityofladysmithwi.com

Last Name	First Name	Middle Name
Application for Position of:		Date Available to Start:
Present Address (number, street, state, zip code)		Home Phone () -
Mailing Address (If different from above) (number, street, city, state, zip code)		Work Phone () -

Are you over age 18? Yes No

Are you legally eligible for employment in the United States? Yes No

Do you have a valid driver's license? Yes No

Are you a Veteran? Yes No

Are you able to perform the essential functions of the job description of the position with or without reasonable accommodations? Yes No

What reasonable accommodation, if any, would you require?

EDUCATION AND TRAINING

Do you have a high school diploma, HSED or GED?
Yes No

Name and Location of High School

TRAINING BEYOND HIGH SCHOOL:

(College/University/Technical/Vocational School Name and Address)

Major Course Studied

Graduated or degree (Y or N)

Credits Earned

1)

2)

3)

SKILLS Please list any additional skills you have that are appropriate for the position.

WORK EXPERIENCE Provide a complete description of employment occurring over the past 10 years.

Present or Last Employer	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties		Name of Supervisor	
		Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
		From (Month/Year)	To (Month/Year)
		Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending \$ _____	
2) Employer	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties		Name of Supervisor	
		Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
		From (Month/Year)	To (Month/Year)
		Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending \$ _____	
3) Employer	Kind of Business	Street Address	
Your Title(s)	Reason for Leaving	City, State, Zip Code	
Your Duties		Name of Supervisor	
		Total Time Employed <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
		From (Month/Year)	To (Month/Year)
		Check One: <input type="checkbox"/> Monthly Salary Beginning \$ _____ <input type="checkbox"/> Hourly Salary Ending \$ _____	

May we communicate with your present employer? Yes No

May we communicate with your past employers? Yes No

OTHER EXPERIENCE Describe any education or training which is not covered above, such as correspondence courses, in-service training or volunteer work which you feel is relevant to the job for which you are applying.

REFERENCES

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

Signature	Date Signed
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Information furnished on this application is subject to verification. This information will be used to determine your qualifications. Misrepresentation of data could result in rejection as a candidate or subsequent dismissal if employed.

Return to: Director of Public Works
City of Ladysmith
P. O. Box 431
Ladysmith, WI 54848

It is the policy of the City of Ladysmith to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

**Authorization for Release of Information
For Official Use Only**

I hereby empower the Human Resource Director of the City of Ladysmith or other authorized representative bearing this release, within six months of its date, to obtain information and records pertaining to me from any or all of the following sources:

1. Selective Service System.
2. Any banking institution.
3. Any previous employer.
4. Any school, college, university or educational institution.
5. Any law enforcement agency.

I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization:

- 1.
- 2.
- 3.

Date of Birth: _____ **Social Security:** _____

Driver's License # _____

Date: _____ **Signature:** _____

Printed Name: _____

Note: The information provided on this form will remain confidential and used only to the extent required by this form.

Return form as soon as possible to:

**Kurt Gorseger
Director of Public Works
City of Ladysmith
P.O. Box 431
Ladysmith, WI. 54848-0431**

PUBLIC WORKS EMPLOYEE

1. GENERAL PURPOSE:

Works in the public works department on tasks as needed.

Must be able to work on the back of the garbage truck.

Must also be able to perform in the capacity as a street laborer, water laborer, and wastewater laborer.

Must also be able to work at the cemetery and the park as a laborer.

Will perform services on mowers, pickup trucks, and small engines.

2. DISTINGUISHING FEATURES OF THE CLASS:

Works in all areas of public works as needed.

3. ESSENTIAL TASKS:

Ability to lift 60lb garbage bag and work on the back of the garbage truck.

Ability to lift cement blocks and storm sewer parts.

Basic knowledge to use the chipper and chip brush.

Ability to deal with the public on work matters.

Ability to take direction from senior employees and management.

Basic knowledge of painting techniques.

Ability to adapt to other job functions as needed

Basic knowledge of operating a dump truck.

Ability to operate a soil compactor.

Basic knowledge of the use of hand tools to include hand shovel, ax, and pick.

Ability to become confined entry certified.

Ability to work in a trench.

Basic knowledge to operate all lawn care equipment.

Basic knowledge of snow plowing techniques.

4. ADDITIONAL JOB FUNCTIONS:

Basic knowledge of pruning techniques.

Ability to locate and install markers.

Basic knowledge to operate equipment.

Basic knowledge to perform simple carpentry.

Basic knowledge to operate the bucket truck.

Ability to emplace street/park decorations.

5. EDUCATION REQUIRED:

High school graduate or equivalent.

6. EXPERIENCE DESIRED:

Proven ability to work in physically demanding jobs.

Mechanical trade courses or on the job mechanical training.

Construction experience.

7. CERTIFICATIONS:

Ability to obtain a commercial drivers license and confined entry certification within 6 months of hire.

8. SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE

Successful applicants will be required to pass a written examination, interview, physical screening and drug & alcohol screening.