

Date/Time Stamp goes here:

City of Norton Civil Service Commission



Examination Application

“LABORER”
“2018”

Rank

TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

Grade Attained: _____
Veterans' Credit _____
CDL-A Credit: _____
CLD-B Credit: _____
Residence Credit _____
Total Grade _____

Remarks: _____



City of Norton

4060 Columbia Woods Drive
Norton, Ohio 44203

Offices: 330-825-7815 FAX (330) 825-3104
Website: www.cityofnorton.org

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sexual orientation, religion, gender, national origin, age, marital or veteran status, the presence of the non-job-related medical condition or disability or any other legally protected status.

Position Applying For: _____ Date: _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers		Work		Cell	
Home		Cell		E-Mail	

Please use a blank sheet of paper for additional information that does not fit within this form.

Are you legally eligible for employment within the USA? Yes No

Have you ever been employed with the City of Norton before? Yes No

If "Yes", give dates: _____

Are you age 18 or over? Yes No

Type of employment desired: Full Time Part Time Seasonal

On what date would be available for work? _____

Do you currently possess a valid Ohio Driver's License? Yes No

If "Yes", Driver's License number must be given when driving may be required in the position for which you are applying: _____ State: _____

Note: Answering "Yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs of abuse? Yes No

If "Yes", please explain: _____

Note that the City of Norton may conduct a criminal background check for certain positions as permitted by law and that Ohio and federal law may disqualify an individual with a criminal history from employment as to certain positions.

The City of Norton is an Equal Opportunity Employer

Educational Background

List your High School/GED and any Undergraduate/Graduate/Professional schools attended:

School (include City & State)	Years Completed	Degree (type)	GPA/Rank	Major/Minor

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

Describe any specialized training; skills; licenses; certificates; business or civic activities; honors you have received; and any additional information you believe may be helpful to us in considering your application:

Employment Experience

Starting with your present or most recent employer, provide the following information:

May we contact: Your present employer? Yes No - Your past employers? Yes No

1. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
2. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
3. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
4. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving

Military

Have you served in any branch of the US Military? Yes No

If "Yes", give service name and dates of service: _____

Were you honorably discharged? Yes No

References

List three (3) **business/work-related references**, not related to you, preferably in a supervisory role. If not applicable, list three school/personal references that are *not* related to you:

Name	Title	Relationship	Telephone #	Yrs. Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any relative(s) presently employed by the City of Norton and state how you are related: _____

Applicant's Statement

I hereby certify that I have read and fully understand the questions asked in this application and I certify that all answers given by me are true, complete and correct. I also understand the omission and/or misrepresentation of any fact made on this application or that I have stated in any interview will be cause for immediate dismissal.

I expressly authorize, without reservation, the City of Norton, its representatives, employees or agents to verify the accuracy of all information provided by me. I hereby waive any and all rights and claims I may have for the City to seek, gather and use truthful and non-defamatory information, in a lawful manner, in the employment process and for anyone furnishing such information about me.

I understand that the City of Norton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I agree to abide by all of the City of Norton rules and regulations. I understand that, if employed, I may resign at any time, with or without cause and with or without prior notice, except when required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that this application shall remain on-file for ONE YEAR after submittal to the City of Norton. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.

Signature of Applicant: _____ Date: _____

The City of Norton is an Equal Opportunity Employer

Revised 3/24/16

APPLICANT SIGNATURE AND NOTARY INFORMATION

I have here unto subscribed by my hand, this ____ day of _____ 2018, at
_____, _____ county, State of Ohio, being
first duly sworn, on his/her oath states that the statements made and subscribed by
him/her in the foregoing application are true.

Applicant's Signature _____

Subscribed in my presence by the said affiant and by him/her sworn to before me this
_____ day of _____, A.D. 2018

Signature of Official _____

Official Title _____

Seal

**THE CITY OF NORTON
"RESIDENCE CREDIT" FORM**

I, _____ am currently and have been residing within the corporate limits of the City of Norton for at least one (1) year immediately prior to the examination for "Laborer" position.

Signature

Date

Sworn to and subscribed before me this _____ day of _____ 2018
in the County of Summit and the State of Ohio.

Signature of Notary

Date

My commission expires: _____

(SEAL)

HAVE YOU ENCLOSED THE FOLLOWING:

Failure to provide the following paperwork (if applicable) will be grounds for disqualification to sit for the test.

- A copy of your DD214, (if you are a veteran).
- A copy of your Driver's License
- Your Notarized Residence Credit Form (if applicable)
- Did you have your Application information notarized?
- Have you placed your application back into the envelope (provided)?
- Your (non-refundable) \$25 testing fee (cash only).
- *Do not place your \$25 fee into envelope (provided).*

Please make all copies needed prior to submitting your application. Copying services will not be provided. No phone calls please. Please direct any questions to jback@cityonforton.org

This packet is for you to keep.

**CITY OF NORTON - CIVIL SERVICE COMMISSION
APPLICATION QUESTIONNAIRE**

Please complete and return this "Application Questionnaire" along with you city application.

SERVICE / LABORER

Application Deadline: December 21st, 2018

TEST DATE/TIME: Saturday, January 26 @ 10:00. Check-in begins at 9:30

Name: _____ Date: _____

Phone #: _____ Last 4 digits of your SS#: _____

(Please answer accordingly:)

1. Where did you hear about this job offer? _____
2. Do you have a high school diploma or GED? Y N
3. Do you qualify for Veteran's Credit? 2 Points Y N
If yes, have you enclosed a copy of your discharge papers?(DD214) Y N
4. Do you have a valid & acceptable CDL-B driver's license? Y N
If yes, have you enclosed a copy of your CLD-B 2 Points Y N
5. Do you have a valid & acceptable CDL-A Driver's license?
If yes, have you enclosed a copy of your CLD-A 3 Points Y N
6. Do you qualify for Residence Credit? 1 Point Y N
If yes, please provide one of the following:
Most recent utility bill with your name on it
Most recent rental payment receipt with your name on it
Most recent mortgage payment receipt with your name on it
7. Did you include the signed Notary pages? Y N
8. Have you included the \$25 Application Fee? Y N

Signature of Applicant

Date Signed

CIVIL SERVICE NOTICE
Service Department Laborer
(Please see Job Description)

- Pay Scale:** Entry level hourly wage AFSCME union contract, Article 33, Section 1
- Probationary Period:** Per AFSCME union contract, Article 14, Section 2
- Application:** Applications may be obtained from the Website (cityofnorton.org) or at the Administration Office, at the City Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203, between the hours of 8:00 a.m. and 4:30 p.m. M-F.
- Deadline:** Application packets must be returned or emailed to (adminasst@cityofnorton.org) **with all accompanying documentation for extra credit and FEE no later than December 21st, 2018 prior to 4:00 p.m.** to the City of Norton Safety Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203.
- Fee:** **Applicants must submit a non-refundable cashier's check or money order for the amount of twenty-five dollars (\$25) prior to the close of business on December 21, 2018, payable to City of Norton. Payments must be received by December 21st, 2018:**
- City of Norton**
Attn: Administrative Assistant
4060 Columbia Woods Drive
Norton, OH 44203
- Test Date:** Will be administered on January 26, 2019 Sign in begins at 9:30, test begins at 10:00.
- Location:** Norton Fire Division Training Room
3380 Greenwich Rd. Norton, OH 44203.
Park in LOWER LEVEL parking lot "behind" station.
- Minimum Qualifications:**
- I. Applicant must be a citizen of the U.S. or show legally declared intention to become a citizen of the U.S.

- II. Applicant must be at least 18 years old and have a high school diploma or GED.
- III. Applicant must have a valid DL and acceptable driving record.
- IV. Applicant must have general knowledge of tools and equipment necessary for municipal snow and ice control, grounds, and maintenance.
- V. Applicant must possess physical strength to perform heavy manual labor work, and have the ability to lift up to 100 lbs.
- VI. Applicant must possess effective communication skills.

***Veteran's Credit:** For preference credit to be considered in the amount of **two (2) points** applicant must provide **written proof with the application** of Military Service and Honorable Discharge in the form of a **DD214**.

***CLD-A / B Credit:** Credit shall be given in the amount of **two (2) points** for a **CLD-B**. Credit shall be given in the amount of **three (3) points** for a **CDL-A**. You must provide a copy of your CDL License to apply for the Laborer position.

***Residence Credit:** For preference credit to be considered in the amount of **one (1) point**, applicant must provide notarized proof of such residence with the application (see application questionnaire for Residence Credit form).

In the event that two (2) or more applicants are considered as a "tie" (after preference credits are calculated, priority to the time of filing the application shall determine the order in which their names shall be placed on the eligibility list.

The Civil Service Commission will rank order the applicants based upon information submitted with your application and send them to the appointing authority.

The City of Norton is an Equal Opportunity Employer. No applicant shall be discriminated against on the basis of race, religion, color, creed, national origin, disability, age, or sex.

The Appointing Authority may require that the qualifying candidates to complete a comprehensive medical-physical/drug, vision-hearing, polygraph and/or psychological examination prior to selection.

**Extra credit shall ONLY be added to an Applicant's examination grade after the Applicant achieves at least the minimum passing grade of 70 on the written examination. (ORC 124.31)*

NORTON CIVIL SERVICE COMMISSION
JC/PD/AB

LABORER – UNSKILLED***CLASSIFIED – UNION**

The work of a Laborer consists of routine manual labor duties, which are of an unskilled nature. Work is usually performed under supervision of the Foreman, Building and Grounds Supervisor or Superintendent of Public Service. There are no supervisory duties with this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES – The duties of a Laborer include, but is not limited to the following duties; receives written work orders or verbal instructions; cuts grass and trims weeds on City property and parks; digs flower beds and plants flowers; constructs decorative flower garden borders from wood or block; cleans buildings, washes windows, and empties trashcans; paints interior and exterior walls and trim; drives vehicles and loads fallen tree limbs and roadside trash onto truck, and delivers materials as needed; repairs streets and sidewalks with asphalt, cold patching materials, and concrete; removes and replaces damaged traffic signs; operates snow removal equipment to maintain streets, sidewalks, and driveways; and performs other related work as required and may be required to perform unspecified work as deemed necessary and proper by the Superintendent of Public Service.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, radio, and personal contact; the ability to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl; stand for significant periods, walking, moving, climbing, balancing, carrying, bending, kneeling, reaching, and handling; pushing, and pulling is involved on the job; must possess sufficient physical strength to perform heavy manual labor work and regularly may lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; occasionally lift and/or move more than 100 pounds, and must possess specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud. Employees in this classification perform manual tasks requiring the ability to do heavy physical labor efficiently for the Service Department. The work consists of routine manual labor duties, which are of an unskilled nature. Work is usually performed under close supervision of the Superintendent of Public Service or their designee. Loads and unloads equipment, supplies, tools and materials. Proficiency and skills are acquired by experience and on-the-job instruction.

REQUIREMENTS – A Laborer must be able to read and comprehend simple instructions, short correspondence, and memos; the ability to write simple correspondence; the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. The employee must possess the knowledge of the tools and equipment used in semi-skilled labor work and the operation of lawn and grounds maintenance equipment. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of

* CSC Update: 11/16/16

operating the vehicle in a safe manner and must possess and maintain a valid Ohio Commercial Driver's License (Class B) and an acceptable driving record. Performs work requiring good physical condition. The probationary period is in accordance with the Collective Bargaining Agreement. Physical, polygraph, psychological and other examinations may be required prior to appointment.